CM/ECF Manual
for Attorney Users

United States Bankruptcy Court
Southern District of Georgia

www.gasb.uscourts.gov

Updated April 2025

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1. Introduction

This manual is designed to assist attorneys and other filers with full filing privileges in 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 all persons filing documents with this Court to review the Court's CM/ECF Administrative Procedures, Local Rules, and General Orders, and become familiar with their contents.

These documents are available at www.gasb.uscourts.gov.

This manual is not comprehensive 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 personal desktop or laptop computer with a current operating system (*Windows 10 or higher*) including updated virus protection software.

- Internet access - 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 printer.

- 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 in CM/ECF.

- Word processing software – the Court standard is Microsoft Word which allows documents to be converted to PDF (*portable document format*). Other word processing programs are permitted.

- PDF converter software - Adobe Acrobat is preferred.

- An internet browser. CM/ECF (*Release 1.8*) was tested with Firefox 122.0-125.0.1, Edge 122.0.2365.92-124.0.2478.67, Chrome 121.0.6167.86-124.0.6367.61, and Safari 14.4-14.4.1. Release 1.8 was also tested with iOS 17.4-17.4.1 for iPhone 7 and iPadOS 17.4-17.4.1 for iPad Pro.

- An individual PACER account to access documents and reports in the CM/ECF database, in addition to permission to file electronically in this Court.

- A valid credit card, debit card, or ACH acceptable for payment of filing fees in CM/ECF.

3. CM/ECF Operations Help Desk

Questions regarding CM/ECF, procedures, systems, or technical support.

a. Training

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/cmecf-training-user-guidelinesmanuals-and-information

There are also Electronic Learning Modules (*ELMs*) available online at:

https://pacer.uscourts.gov/help/

b. Report a Technical Issue with CM/ECF

<u>During Regular Business Hours</u>

Contact the Court:

Augusta Clerk's Office – 706-823-6000
Brunswick Clerk's Office – 912-280-1376
Savannah Clerk's Office – 912-650-4100

<u>After Hours/Holidays/Weekends</u>

Notify the Court immediately via email to helpdesk_gas@gas.uscourts.gov. 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.

NOTE: this email is for reporting CM/ECF technical issues ONLY. Do not submit case-related documents, comments, or questions. For case-related questions or information, contact the Clerk's Office at one of the phone numbers listed above.

4. PACER Registration

Public Access to the Court Docket and Documents

a. Login and Password

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**.

A PACER account must be established before requesting electronic filing access to CM/ECF. Each individual user, including Filing Agents, must have his/her own PACER account.

b. Firm Billing Account/PACER Administrative Account (PAA)

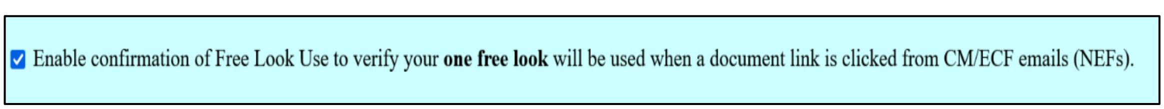
Firms can set up a PACER Administrative Account (*PAA*) to manage all their user accounts and have central billing for PACER access fees. Complete information regarding PAAs can be found at

https://pacer.uscourts.gov/help/pacer/pacer-administrative-account-user-manual

c. Free Look

A one-time free look is provided to registered case participants when a new pleading or claim is filed. Registered case participants will not be charged for the one-time free look (*e.g., initial retrieval, download, viewing, or printing of a document*) when the document is accessed directly from an email notification or summary of documents filed where the participant has appeared or is designated.

To enable confirmation of **Free Look Use** to verify your one free look will be used when a document link is clicked from 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 emails for viruses. If this check box is not selected, the free look is used whenever the link is accessed.



d. Public Access at the Court

Public computer terminals are in the Clerk's Office of each of the Court's three divisional offices (*Augusta, Brunswick, Savannah*). The public may view, without charge, online case dockets and documents in the Clerk's Office. For more information on obtaining copies of documents as well as archived case information, visit the Court's website at www.gasb.uscourts.gov/case-information.

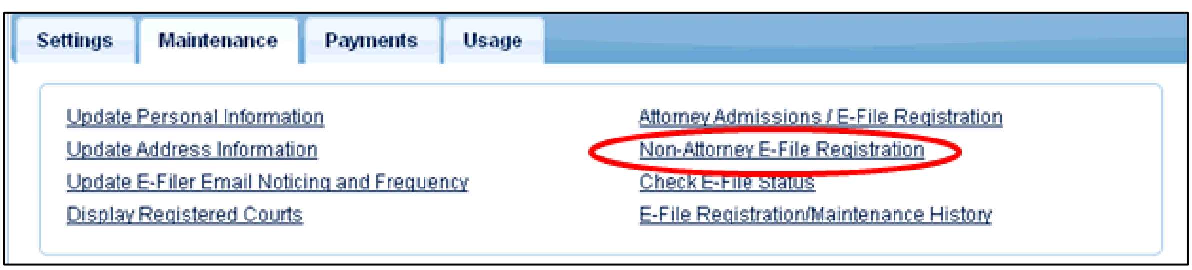
5. CM/ECF Registration

To gain access to the Court's CM/ECF database to file electronically with the Court, users must register with the Court via PACER. Users may register by accessing the registration documentation located on the Court's website at www.gasb.uscourts.gov/cmecf-registration-information, and then requesting e-filing access via PACER.

Please note: Attorneys applying for full filing privileges in CM/ECF 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 during registration. If admission cannot be verified, the registration 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/attorney-admission-pro-hac-vice-procedures.

6. Filing Agents

A Filing Agent must register for a PACER account (*see* ***Section 4*** *of this manual for instructions*), then submit a request for a non-attorney e-filing account in the appropriate bankruptcy court(s).



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

NOTE: Although for PACER the Filing Agent must supply an email address to the PACER Service Center and will thus have a primary email address recorded in CM/ECF, the Filing Agent will not receive email notifications from CM/ECF.

The Attorney/Trustee links the Filing Agent(s) to his/her own CM/ECF account in each bankruptcy court via the **Maintain Your ECF Account** link in the **Utilities** menu. For more detailed instructions on adding a Filing Agent in CM/ECF, refer to the Filing Agents webpage as well as the CM/ECF Filing Agent Guide on the Court's website at https://www.gasb.uscourts.gov/cmecf-filing-agent-guide.

7. Preparing for Electronic Filing

CM/ECF is a web-based software program. Users access CM/ECF through a web browser.

a. Clearing the Browser Cache

For information to be displayed properly in CM/ECF, it is necessary to clear the "cache" or temporary memory that is stored in your browser. Web browsers cache or store information from the websites 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.
- Press **CTRL+Shift+Delete** on your keyboard.
- Check the appropriate boxes to clear the data and click OK.
- Close the web browser and re-open.

b. Allowing Pop-Ups

The presence of an active pop-up blocker may interfere with use of the Court's payment window in CM/ECF. Depending on the type of pop-up blocker present, the user may have to modify the pop-up blocker to allow pop-ups from the Court or disable the pop-blocker. Here are a few methods for disabling commonly used pop-up blockers:

Allowing pop-ups using Firefox

- Open the Firefox browser.

- 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.

Allowing pop-ups using Internet Google Tool Bar

- Open the browser.
- Select **OPTIONS** from the Google toobar.
- In **Accessories**, uncheck the box next to **Popup Blocker**.
- Click **OK** to complete the process and return to the browser.

c. Manual Transmission of Documents

The Court, upon application and for good cause shown, may authorize conventional filing of documents.

Any party presenting a CD-ROM to be filed must also present a paper **Notice of Filing of Electronic Media** signed by the filing party and describing the documents on the CD-ROM.

Please refer to the Court's CM/ECF Administrative Procedures for more information.

8. Information Regarding E-Government Act Privacy Requirements

Pursuant to Fed. R. Bankr. P. 9037, in an electronic or paper filing made with the Court containing the following:

1. *Social Security Number or Taxpayer Identification Number*. If an individual's social security number or taxpayer identification number must be included in a pleading, use the last four digits of that number.

2. *Names of Minor Children*. If the involvement of a minor child must be mentioned in a pleading, use the minor child's initials only.

3. *Dates of Birth*. If an individual's date of birth must be included in a pleading, use the year of the individual's birth only.

4. *Financial Account Numbers*. If financial account numbers are relevant, use the last four digits of the account number.

Electronic Public Access to Certain Bankruptcy Filings

Public access through PACER will not be permitted to documents in bankruptcy cases that were filed before December 1, 2003, and have been closed for more than one year with the following conditions:

1. The docket sheet and docket information remain available to the public via PACER.

2. Any party who has filed a Notice of Appearance in an individual case may have CM/ECF system or PACER access to all filings in that case.

3. All filings in such cases remain accessible at the Clerk's Office, except those under seal.

4. Access to documents in bankruptcy case appeals filed in district courts, bankruptcy appellate panels, or courts of appeals for bankruptcy cases filed before December 1, 2003, are similarly restricted.

9. Scanning/Converting Documents to PDF

a. PDF-related Functionality for Public Users

A document, PDF-Related Functionality for Public Filers in NextGen CM/ECF Release 1.6, is available on 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:

- 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

b. Document Considerations

Documents should be prepared from a word processing program, such as Microsoft Word, if possible. A scanned document creates a significantly larger PDF file than the same document created using a word processor. Larger files take more time to transmit, download, and view.

PDF files should be **no more than thirty-five megabytes (35MB)** which is approximately 30-50 standard business typed pages.

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 KB. Larger files may be separated into multiple files as per the instructions below in "Scanning Guidelines."

The easiest way to separate a document into multiple PDF files is to print page ranges of the document to Adobe Acrobat PDF Writer/Adobe PDF. Exhibits, proposed orders, and certificates of service may be filed as attachments with the main document. If scanning the document to PDF, scan each section separately.

c. Scanning Guidelines

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 20-40 times larger*), which causes multiple issues including slowness, increased network traffic, and rejection of files.

- Resolution should be set to no more than 300 dpi. The image type should be set to black and white drawing (*not gray scale or color*).
- "Scanned Image Output" or "Save As" format should be **PDF**. Check your scanner software manual for information on how to set the output type.
- Review the PDF generated for accuracy (*missing pages, "portrait" or "upright" orientation, etc*.) prior to uploading to CM/ECF.
- The PDF conversion can be done with a software package such as Adobe Acrobat, if needed.
- Legal sized documents (*8 ½ by 14 inches*) should be converted to letter size (*8 ½ by 11 inches*) prior to scanning.
- The PDF size may not exceed 35MB.

10.Retaining Originally Filed Documents

Filers of documents with the Court are reminded that all originals or originally executed copies of documents listed in the Mandatory CM/ECF Administrative Procedures must be retained. Specifically:

Documents that are electronically filed and require an original signature, other than that of the filer, should be maintained in paper form by the filer for at least five (5) years after the conclusion of all appeals or the expiration of time for filing a timely appeal, whichever is later.

Upon request of the Court, attorneys shall submit to the Court a paper courtesy copy of any filed document within three (3) business days of the receipt of the request, unless otherwise directed by the Court. These documents should be accompanied by the Notice of Electronic Filing and be sent to the appropriate divisional Clerk's Office where the assigned judge resides.

11.Style Guidelines

These style guidelines are to assist 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 a more uniform and predictable way, 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 letters.

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 displays the name and address of the party needed, select that party record to help eliminate different versions of the same party record from being created in the database. If the name in the party record is correct but the address differs, accept the displayed party record, and modify the party address.

Names

- Add debtors and other parties to cases using names and addresses exactly as they appear on the petition, complaint, or pleading.
- 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 in CM/ECF.

- When typing names that have upper- and lower-case letters or hyphens, do not insert spaces. Exceptions to this are names that begin with "St" or have multiple names. For example:

  Patricia DeLaGarza
  Patrick MacDonald
  Kathleen O'Connor
  Last name: St Thomas
  Last name: Kramer Johns

- If an individual does not have a middle name, leave the Middle Name field blank.

- If the debtor and/or joint debtor has an alias, enter as shown in the following example:

  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; 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 begin with "The," "A," or "An." Enter "The," "A," or "An" at the end of the business name. For example:

  Gap The
  Step in Time A

- Do not insert a space between initials in business names and the United States. For example:

  TSG Corporation
  JD Grocery & Mercantile
  U.S. Department of Agriculture

- When a business name is formatted slightly different than a business name in the database, create a new party record for the business. For example, if Aetna Casualty Insurance Company is filing the pleading, and upon searching the database only Aetna Casualty Co. is found, create a new party record for Aetna Casualty Insurance Company.

Addresses

- Abbreviate post office addresses without a space between the P. and the O. For example:

PO Box 1359

P.O. Drawer 3344

- Use digits for numbers in addresses. For example:

  3322 S 26th St.

  425 E 4th Ave N

  1 Valley Plaza

- 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 listed on the last line of the address. For example:

  John Doe
  Rio de Danubec 7 Rio Florido
  CD JUAREZ CHIHUAHUA
  MEXICO #1050

  Sgt. Jane Doe
  C Company 237 Armor
  Unit #21103 Box 512
  APO AE 09014

- Do not exceed four (4) lines for the address. The entire party name with address should not exceed five (5) lines.

- Refer to **Appendix B** at the end of this manual for a list of common abbreviations and designations.

Attorney Names, Bar IDs, Firm Names, and Addresses

- 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 a firm name. For example, The Law Office of Hamel, Wexler & Collins should be entered as Law Office of Hamel Wexler & Collins. If there is not enough space to type the complete name of the first on the first address line, type “et al” at the end of the firm name on the first line.

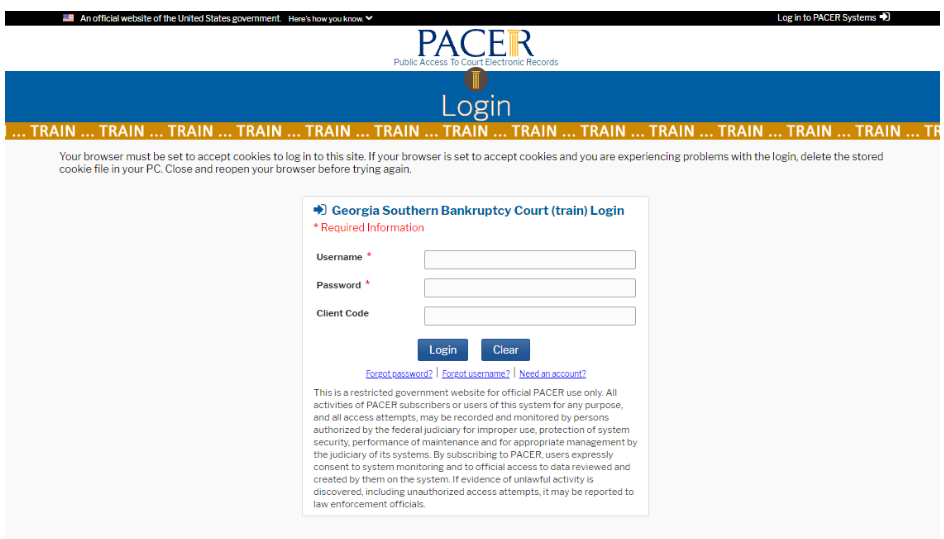
- If an attorney has more than one address in CM/ECF upon searching, the attorney's name should appear twice in the pick list; choose one – if not correct, go back, and select the other. If the address appearing is still not correct, the attorney may modify the address in his/her PACER account, which will trigger an update to the address in CM/ECF for approval by the Court.

- When adding a creditor "care of (c/o)" an attorney, do not use pipe (|), percentage (%), or other such symbols, if possible. If the symbol must be included, leave a space before and after the symbol, and instead of using "c/o Attorney Name" simply add the attorney's name. The Bankruptcy Noticing Center (*BNC*) views "c/o" as a percentage (%) symbol in many cases, and symbols count for at least 40 characters in a BNC record when they should only be considered as one character.

12. Accessing CM/ECF

Step 1 **Logins and Passwords:** Filing users (*attorneys, trustees, and in some courts, certain creditors*) use one login and password (*one Central Sign-On account*) for CM/ECF filing and Public Access to Electronic Records (*PACER*) for filing, queries, and reports.

Step 2 CM/ECF is accessible via the Court's website at www.gasb.uscourts.gov. On the left side of the main page, select **E-Filing (CM/ECF)**. The CM/ECF landing page will appear with a prompt for your PACER login credentials:



13. Navigating CM/ECF

Navigating CM/ECF is done by clicking one of the options in the menu bar at the top of the screen. Each option will direct you to a page containing a hyperlink-driven set of menus specific to the selection you make.

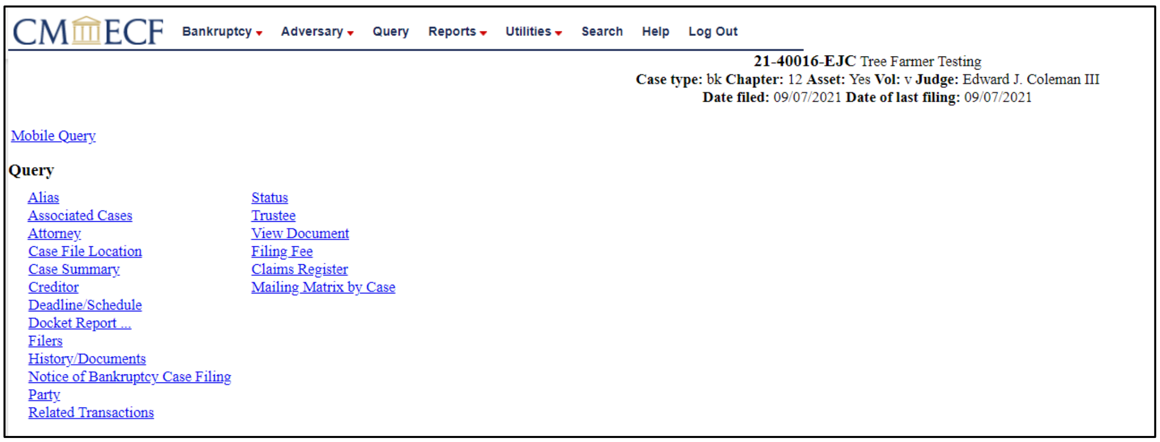
BANKRUPTCY	The **BANKRUPTCY** option displays a set of menus containing docket events used to file documents in a bankruptcy case. These docket events may be used in an adversary proceeding or miscellaneous proceeding but are primarily for use in a bankruptcy case.
ADVERSARY	The **ADVERSARY** option, like the **BANKRUPTCY** option, displays a set of menus containing docket events which are primarily used to file documents in an adversary proceeding. Again, the docket events may be used in bankruptcy cases or miscellaneous proceedings, but they are generally intended for use in an adversary proceeding.
QUERY	The **QUERY** option presents a set of search criteria where users may enter specific information to locate a particular case or group of cases.
REPORTS	**REPORTS** can be generated by case, date range, division, judge, or trustee, and provide broad, system-wide information, such as cases filed within a certain date range or specific information on a particular case such as the filing fee amount paid. See **Section 17** of this manual for more detailed information regarding reports.
UTILITIES	**UTILITIES** events enable users to check internet payments due, view NEF Summary Reports, and view account information. See **Section 18** of this manual for more detailed information regarding the Utilities menu.
SEARCH	The **SEARCH** feature is a keyword search for all docketing/filing events available in CM/ECF. Searching a phrase, word, or partial word will display a list of all docketing/filing events available which contain the criteria searched.
HELP	The **HELP** feature opens a new window containing a brief description and function of each category on the menu bar.
LOGOUT	The **LOG OUT** option logs the user off the CM/ECF system. 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 attempting to log in later.

14. Case Query

A query is a method for searching court records in CM/ECF by case number, party name, social security number, or tax ID. Registered CM/ECF users may filed documents, perform queries, and run reports. Public users with 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 perform a query:

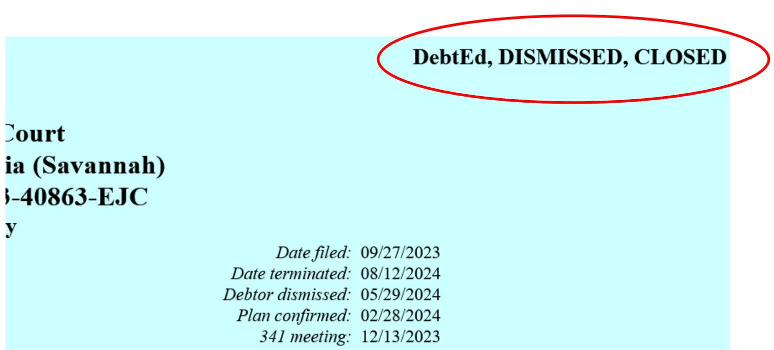
Click **Query** on the CM/ECF menu bar. Enter your PACER username and password if prompted. Enter search clues, such as case number, last name, etc., then click *Run Query*:



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 case *Docket Report*.

15. Case Flags

Case flags are set through docketed events in CM/ECF and are determined locally for each court. Case flags set on a case will appear in the upper right-hand corner of the case docket report. Case flags for a case may also be found by querying the case number and clicking the link to *Case Summary*.



Case Flag Definitions

Case flag definitions may be found in CM/ECF by navigating to **Utilities > Court Information**. Scroll down in the *Court Information* screen to view the Code and Translation for each case flag.

16. 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 in the system. The NEF appears at the end of each docket event process and is sent via email to recipients who are configured to receive such electronic notice. An NEF may also be sent when certain docket information is edited. The NEF includes the following information:

- Exact date and time the document was filed.
- Case name, case number, and the document number.
- Docket entry text.
- Parties in the case to whom notice will be electronically sent.
- Parties in the case to whom notice will not be electronically sent. **Please note** that this list may not include all creditors listed on the mailing matrix – it only includes those parties whose information has been added as a party record to the case.

A user's preferences for email notification are specified on the *Email Information Screen*, which can be accessed via the *Maintain User Account* and the *Maintain Your ECF Account* links in the **Utilities** menu. Refer to **Section 18** of this manual for more detailed information regarding the Utilities menu.

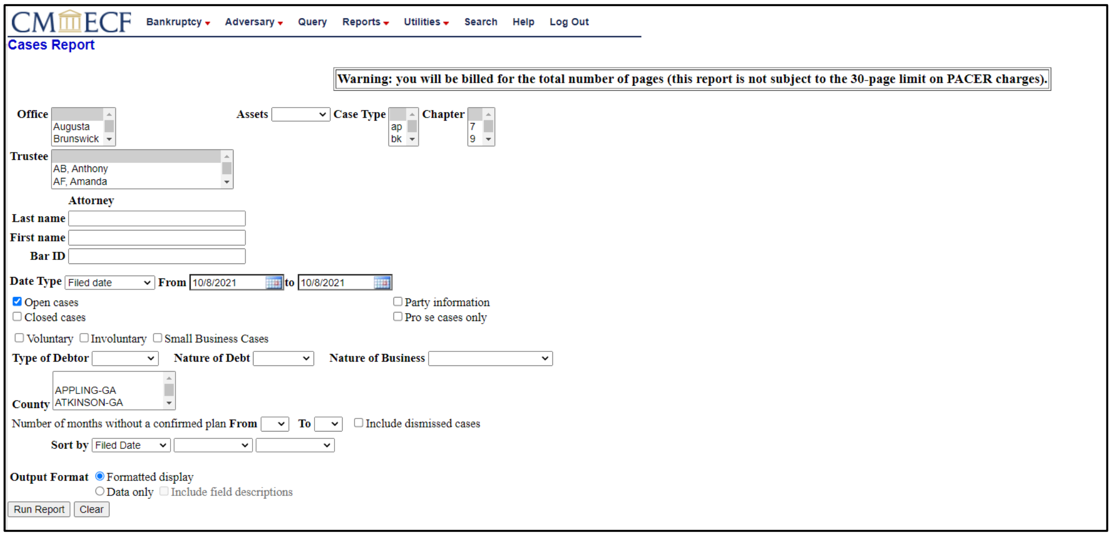
17. Reports

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.

a. Cases

The Cases report captures activity by date or date range and can display the judge assigned to the case, office, case type, trustee assigned to the case, 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 Cases report, select **Reports** from the main CM/ECF menu bar, then select *Cases*:

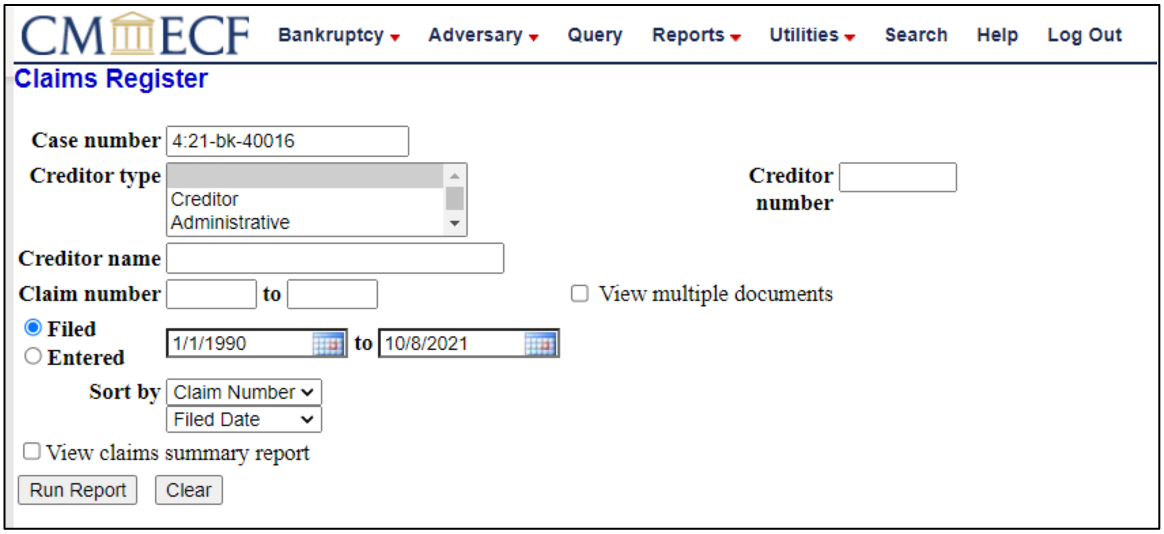


Enter/select the search criteria and click *Run Report*.

Sample Cases report:

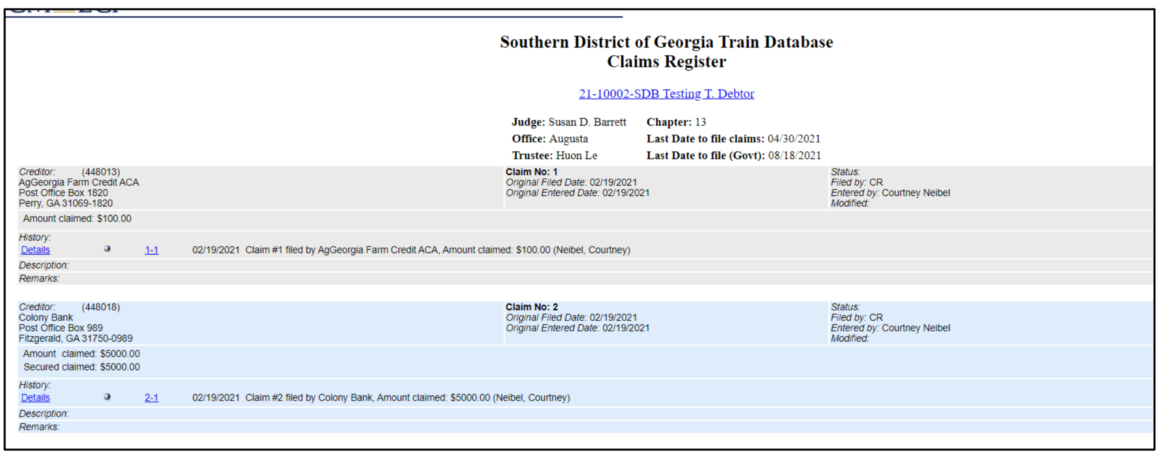
b. Claims Register

To view the Claims Register, select **Reports** from the main CM/ECF menu bar, then click *Claims Register*:



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

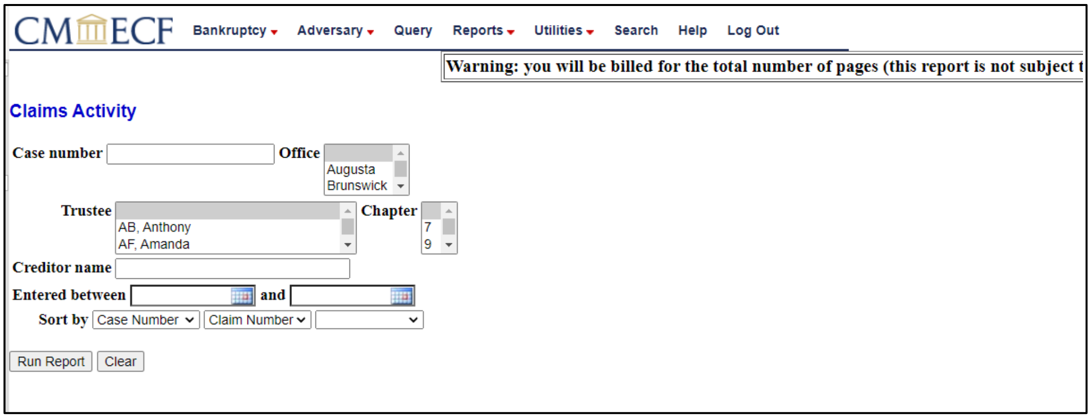
Sample Claims Register report:



c. Claims Activity

All claims filed by internal and external users are recorded in the Claims Activity Report. It is a valuable tool in monitoring all claim filings.

To view the Claims Activity report, select **Reports** from the main CM/ECF menu bar, then click *Claims Activity Report*:

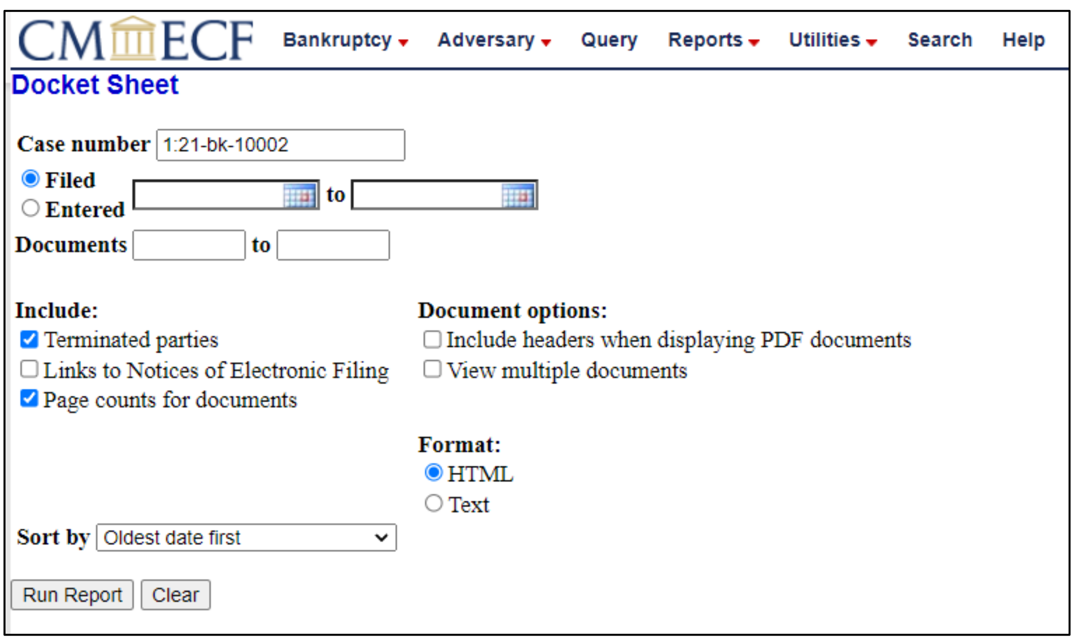


Enter the case number, select the criteria, and click *Run Report*.

d. Docket Report

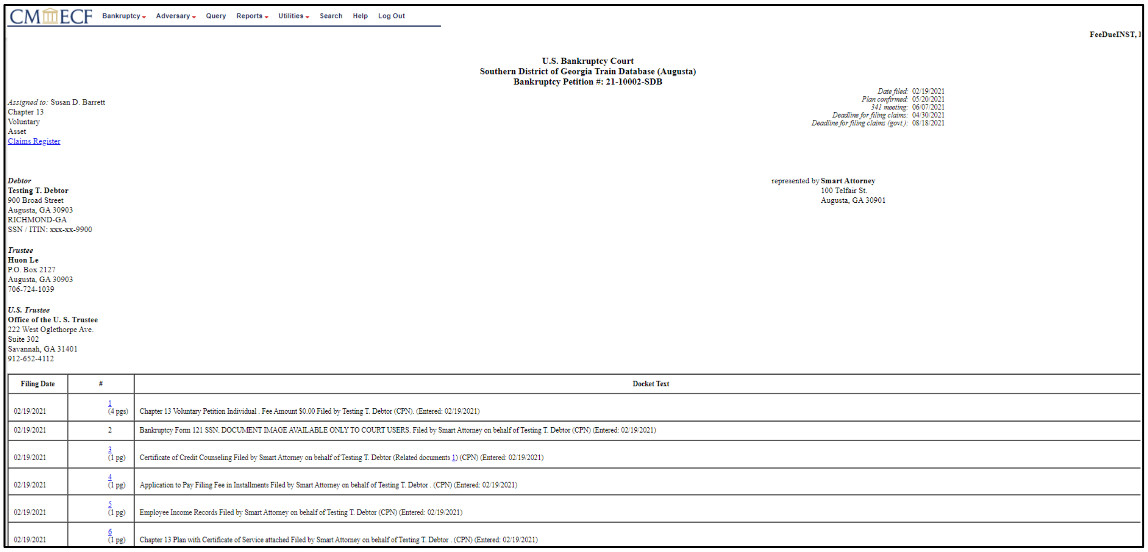
The Docket Report contains official case information with the caption and docket entries listed by filed or entry date.

To view the Docket Report for a case, select **Query** from the main CM/ECF menu bar, enter the case information, and click *Run Query*. Click the link to *Docket Report* to view the report:



Enter the case number and click *Run Report*.

Sample Docket Report:



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

FeeDueINST, I

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

Assigned to: Susan D. Barrett
Chapter 13
Voluntary
Asset
Claims Register

Date filed: 02/19/2021
Plan confirmed: 05/20/2021
341 meeting: 06/07/2021
Deadline for filing claims: 04/30/2021
Deadline for filing claims (govt.): 08/18/2021

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

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

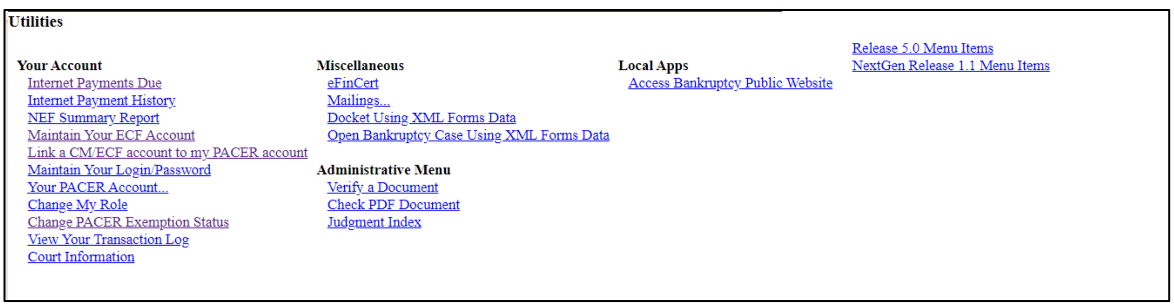
Trustee
Huon Le
P.O. Box 2127
Augusta, GA 30903
706-724-1039

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

Filing Date	#	Docket Text
02/19/2021	1 (4 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 Form 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 (1 pg)	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 (1 pg)	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 (1 pg)	Employee Income Records Filed by Smart Attorney on behalf of Testing T. Debtor (CPN) (Entered: 02/19/2021)
02/19/2021	6 (1 pg)	Chapter 13 Plan with Certificate of Service attached Filed by Smart Attorney on behalf of Testing T. Debtor . (CPN) (Entered: 02/19/2021)

18. Utilities

In the **Utilities** menu, registered users may maintain their ECF account, view their transaction log, and maintain their 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

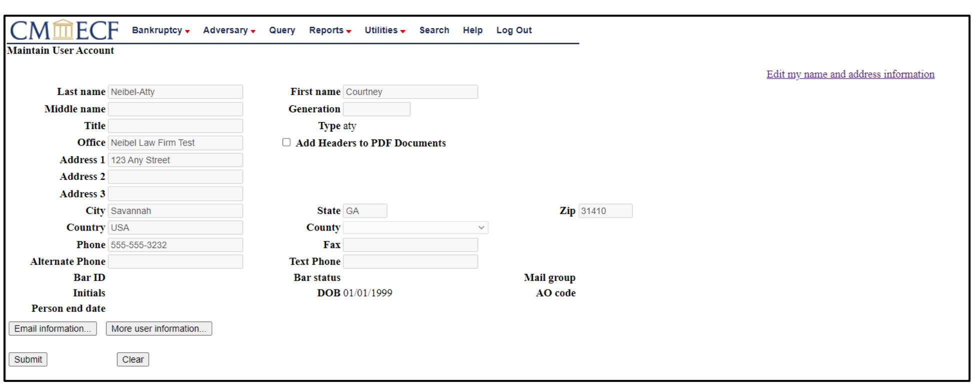
Administrative Menu
Verify a Document
Check PDF Document
Judgment Index

Local Apps
Access Bankruptcy Public Website

Release 5.0 Menu Items
NextGen Release 1.1 Menu Items

a. Maintain Your ECF Account

Users may view name, mailing address, email address, email preferences, phone number, fax number, and passwords, and add Filing Agents. Updates to name and contact information are accomplished via PACER:



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

Maintain User Account

Edit my name and address information

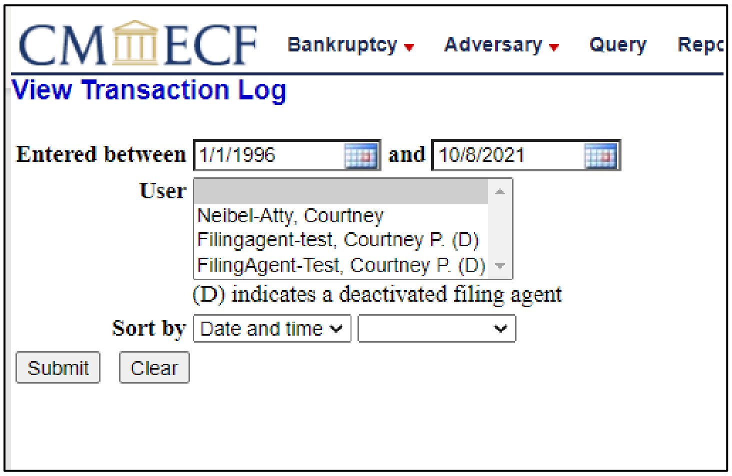
Last name Neibel-Atty **First name** Courtney
Middle name **Generation**
Title **Type** aty
Office Neibel Law Firm Test **Add Headers to PDF Documents**
Address 1 123 Any Street
Address 2
Address 3
City Savannah **State** GA **Zip** 31410
Country USA **County**
Phone 555-555-3232 **Fax**
Alternate Phone **Text Phone**
Bar ID **Bar status** **Mail group**
Initials **DOB** 01/01/1999 **AO code**
Person end date

Email information... More user information...

Submit Clear

b. View Your Transaction Log

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



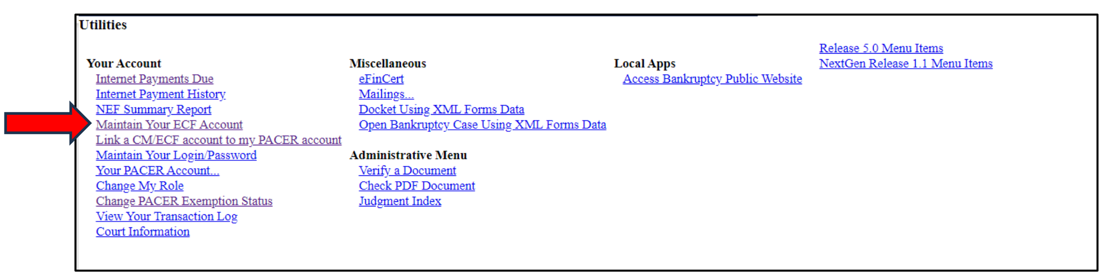
c. E-Mail Notification

E-Mail notifications are set up through the user's PACER account at:

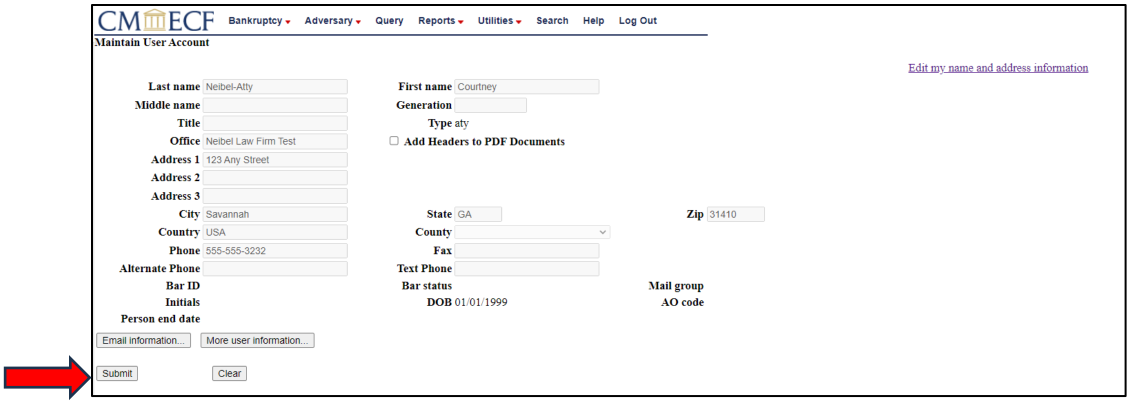
https://pacer.uscourts.gov

To view **E-Mail notification** regarding a case and/or add any secondary email addresses to your CM/ECF account:

- Navigate to the **Utilities** menu from the main CM/ECF menu bar.
- Select **Maintain Your ECF Account:**



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



- **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** – in addition to the main email address, you may have notices sent to other email addresses (*paralegals/staff/filing agents*) that may will receive notification of activity. If you would like email notification sent to other email addresses besides the main email address, 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 email addresses:*** if you would like email notification sent to other email addresses, check this box.

- Determine which cases should send the email notification:

    - ***Send notices in cases in which I am involved:*** checking this box will have the system 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:

- *Send a notice for each filing:* checking this box means you will receive email notifications when activity occurs throughout the day, to the accounts 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 a given day. The text of the summary email notification will display the docket event(s) and the document number(s), including any hyperlink(s).

- **NOTE:** you cannot elect to receive both separate email notices and the emailed daily summary report.

- Determine how the email notifications should be formatted according to your email service (*Format Notices*):

  - **HTML format:** The HTML format will include a hyperlink to the document if one exists.

  - **Text format:** Text format will feature the URL of the PDF document, if one exists, which can be copied and pasted into the location bar of your browser for viewing.

- Save changes. Click **Return to Account Screen**, then click **Submit**.

d. Your PACER Account

You can use the **Utilities** menu to update, review, and manage your PACER account:

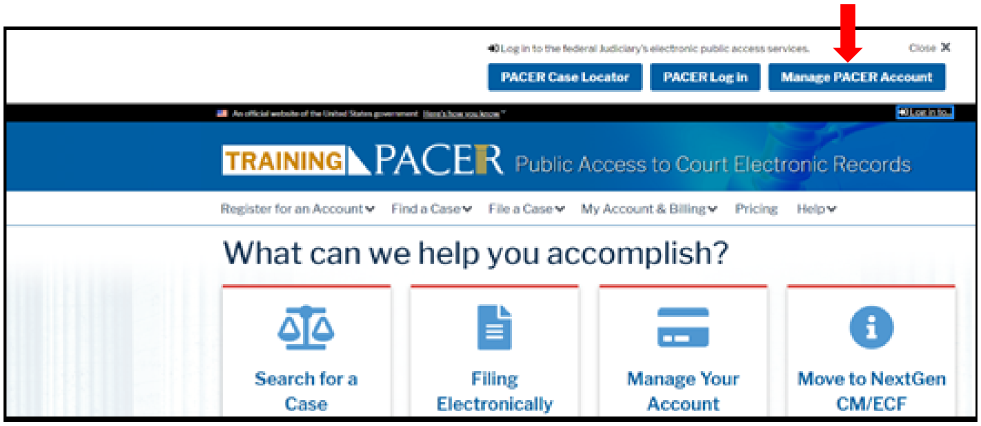
- Click **Your PACER Account**.

- Links will appear with options for managing your PACER account. You can use these links to change your PACER login and account information and view your billing history.

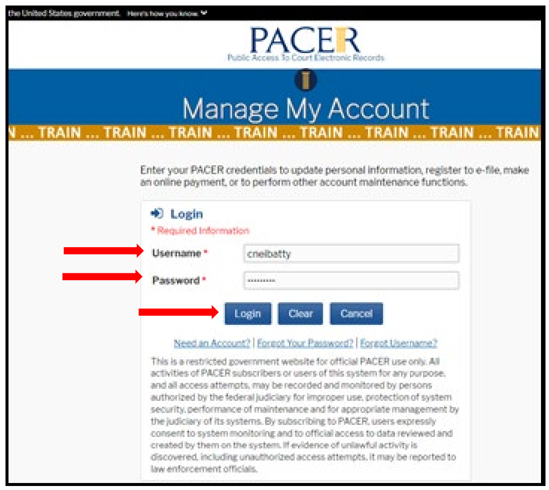
  Change Your Client Code
  Review Billing History
  View PACER Account Information

19. How to Update an Attorney Mailing Address in ECF/PACER

Step 1 Visit the PACER website at https://pacer.uscourts.gov. Click **Manage PACER Account**:



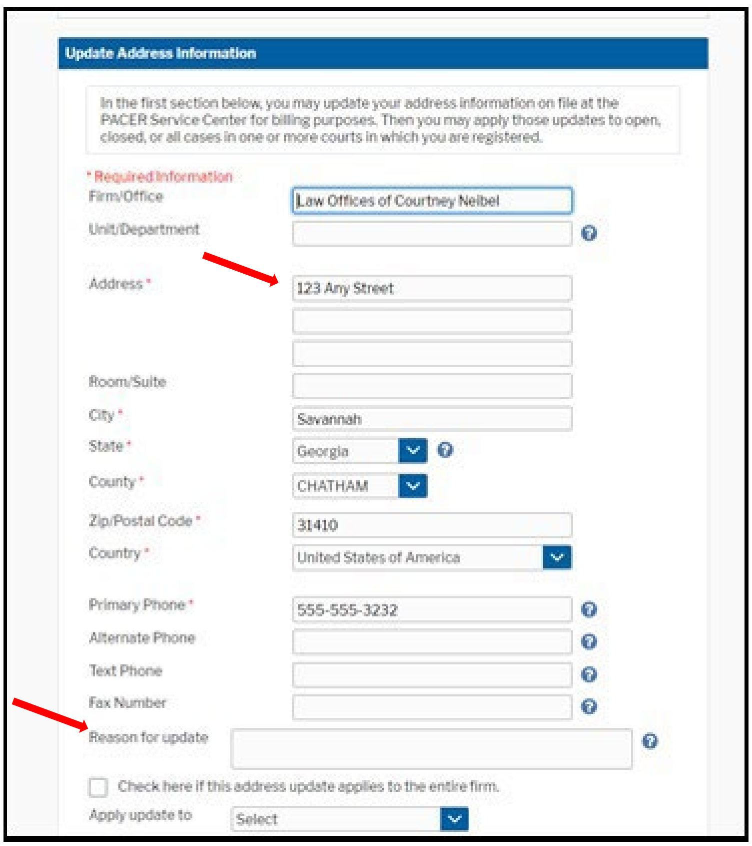
Step 2 Enter your PACER Username and Password. Click **Login**:



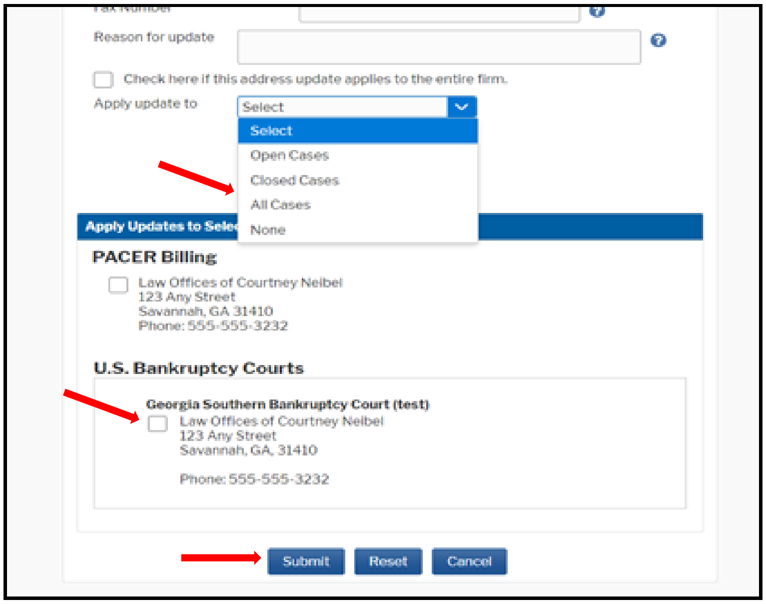
Step 3 Click the **Maintenance** tab:

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

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



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



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

20. 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, and a mistake can be compounded if not immediately resolved.

a. Most Common Errors

- Incorrect, incomplete, or illegible PDF image attached.
- Incorrect docket event used.
- Document filed in the wrong case.
- Document not signed with ink signature or properly formatted electronic signature (with "s/").
- Improper or outdated forms used for filing.
- Name, alias, or address of the debtor in CM/ECF does not match what is listed on the petition.
- Required or referenced attachments or exhibits are missing or not attached.

b. Deficiency Notices

Notification of an error or deficiency 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, nature of the error, and will inform the filer if corrective action is necessary.

The nature of the corrective action needed to cure a deficiency usually depends on what type of error is identified. Normally, you will be directed to re-file or amend the deficient document. There may be some instances, however, where you will be directed to withdraw the document. For example, withdrawing a document is usually necessary when the document was filed in the wrong case.

c. Corrective Entries

Once a document is submitted and becomes part of the case docket, corrections to the docket may be made only by Clerk's Office staff. CM/ECF will not permit the filing party to make changes to a document or docket entry once the transaction has been submitted and accepted. If a document or pleading needs to be corrected by the filing party, the correction must be made by filing an amended document or withdrawing and re-filing.

If a docket entry is incorrect, but the attached document image is correct, Clerk's Office staff may make the appropriate corrective changes to the docket entry consistent with the Mandatory CM/ECF Administrative Procedures. Refiling a document does not entitle the filing party to an extension of filing deadlines. **No substitution of documents by Clerk's Office staff is permissible.**

[continued on next page]

21. Dos and Don'ts

DO	Search for CM/ECF docket events	Use the **SEARCH** feature on the main CM/ECF menu bar to locate the proper docket event for your filing.
	Remember signatures	See Fed. R. Bankr. P. 5005(a)(2)(C).
	Pay outstanding fees timely	**Utilities > Internet Payments Due…**
	Use Fee Payment events correctly	These events are 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 in CM/ECF under the Miscellaneous menu.
DON'T	Combine unrelated documents	Never include a **Statement of Social Security Number** (*Form B121*) with any other document. The B121 statement must be filed/docketed separately. Do not include a **Chapter 13 Plan or Amended Ch. 13 Plan Before Confirmation** with any other document – the plan must be filed/docketed 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 (*along with the corrected redacted filing*) must be filed along with the applicable filing fee to disable public access to a document that was improperly filed containing privacy information.

22. 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 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 each day at the end of the day.

a. 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 granted authorization by the Court, and must use a browser that provides security via 128-bit encryption.

- Filers should have credit card information on hand at the time of electronically filing any pleading that requires a fee.

- 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 General Order 2007-1.

- The Court accepts the following credit cards for payment: American Express, Discover, Diner's Club, Visa, and Mastercard.

- If a fee is due when a pleading is filed, CM/ECF will prompt the filing user to **Continue Filing** or **Pay Now**.

- To access the credit card module pop-up window at any time, navigate to the **Utilities** menu and click **Internet Payments Due**.

b. Email Notice for Outstanding Fees

An automated notice will be emailed to the filing user regarding any outstanding fees due.

c. How to Pay an Outstanding Fee

- 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, as well as any other outstanding filing fees for the filing user. Select one of the options: **Pay Now** or **Continue Filing**.

- **NOTE:** pop-up blocker software will prevent the Electronic Payment window from appearing and must be disabled or uninstalled before paying fees online.

- **Pay Now:** if **Pay Now** is selected, the filing user will be redirected to PACER to enter his/her credentials.

- 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 button.

- Ensure sufficient funds are available on the credit card or in the checking account used for payment to cover the fees due.

- Review the payment method, payment details, and email address. Check the box to authorize the payment and click **Submit**.

- A PACER payment confirmation screen will appear before you are redirected to the CM/ECF payment confirmation screen.

- If you receive the message "*Duplicate Submission Detected*," please contact the Clerk's Office at **912-650-4100** to request a refund. Refer to **Section 22-g** of this manual for more information.

- The CM/ECF payment confirmation screen will detail the amount(s) paid and will provide a transaction number for your records. A docket entry is also created in the case to show where a payment was recorded.

- If your payment is declined, contact the card-issuing financial institution to determine why the card was declined. If the issue cannot be resolved, call the Court at **912-650-4100** and speak with a Cashier or Financial Specialist, to advise that you will be using an alternate payment method to pay the filing fee(s) due. Refer to **Section 22-f** of this manual for information on alternate forms of payment.

- **Continue Filing:** selecting **Continue Filing** permits filing users to continue filing in CM/ECF and accumulate filing fees incurred during the day for payment at the end of the day. This provides filing users with the option of paying all filing fees due at once, upon completing their electronic filing for the day. If this option is selected, you will be redirected to CM/ECF to continue filing.

- Upon completion of each additional filing, filing users will receive the pop-up credit card window on the screen, overlaying the CM/ECF Notice of Electronic Filing. This pop-up window contains a summary of the current filing fees that remain outstanding. To pay outstanding fees, click **Pay Now** and proceed as instructed above.

- All outstanding fees must be paid in full on the same day the fees were incurred, by close of business. If payment is not received in full on the day of filing, you will receive an email notification the following business day, indicating your fee is outstanding and must be paid. Failure to pay filing fees as required will result in a show cause hearing scheduled, and filing privileges may be suspended until all outstanding fees are paid in full. Refer also to **Section 22-f** of this manual on alternate forms of payment.

- Outstanding fees may also be located and paid in CM/ECF by navigating to the **Utilities** menu and clicking **Internet Payments Due**.

d. How to Create a Fee

If a document was filed using an incorrect docket event and the fee was not automatically incurred, the filing user or the Clerk can create the charge in CM/ECF.

In CM/ECF, fee payment events are available to filing users by navigating to **Bankruptcy > Limited Miscellaneous Events**:

- Adversary Fee

- Amendment Fee
- Audio CD Fee
- Certification Fee
- Chapter 11 Installment Fee
- Chapter 12 Installment Fee
- Chapter 13 Installment Fee
- Chapter 15 Installment Fee
- Chapter 7 Installment Fee
- Convert Case Fee (Ch 11 to Ch 7)
- Convert Case Fee (Ch 12 to Ch 7)
- Convert Case Fee (Ch 13 to Ch 7)
- Copy Fee
- Motion for Relief Fee
- Motion to Redact Fee
- Motion to Sell Free & Clear of Liens Fee
- Pro Hac Vice Fee
- Reopen Case Fee (Ch 13)
- Reopen Case Fee (Ch 7)
- Reopen Installment Fee
- Sever Case Fee (Ch 13)
- Sever Case Fee (Ch 7)

- Transfer of Claim Fee

e. Deferred/Exempt/Waived Fees

Debtor's counsel, trustees, and federal government filers may be exempt from certain filing fees. If you are deferring or waiving a filing fee, or if you are exempt from payment of the filing fee, click Continue Filing when the pop-up credit card payment window appears. CM/ECF will recognize that no filing fee is due and will allow you to continue to the next screen.

f. Alternate Forms of Payment

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 filing fees by cash, check, money order, law firm check, or cashier's check for electronically filed documents must be emailed to:

USBC_FinancialManager@gas.uscourts.gov

The email request must state "Request for Alternate Fee Payment" in the subject line, and include the following information:

- Case number, date filed, and description of the document filed;
- Reason for the request to pay with an alternate form of payment; and
- The alternate form of payment (*cash, check, etc.*) the filing user will submit by close of business the following business day.

g. Help re: Fees

If you suspect a payment is incorrect or has been made in error, contact the Court's Financial Specialist immediately via email to:

Leigh_Cribbs@gas.uscourts.gov

Provide the case number, docket number, and the transaction/receipt number of the pleading in question.

If you have any questions regarding internet credit card payment procedures, please contact the Court's Financial Specialist at **912-650-4139**.

For technical issues, contact the Court's Department of Computer Services HelpDesk at **912-650-4201**.

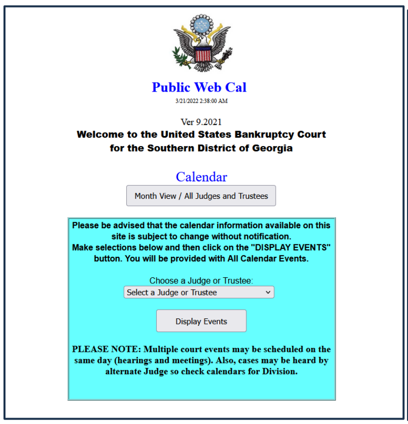
23. Court Calendar

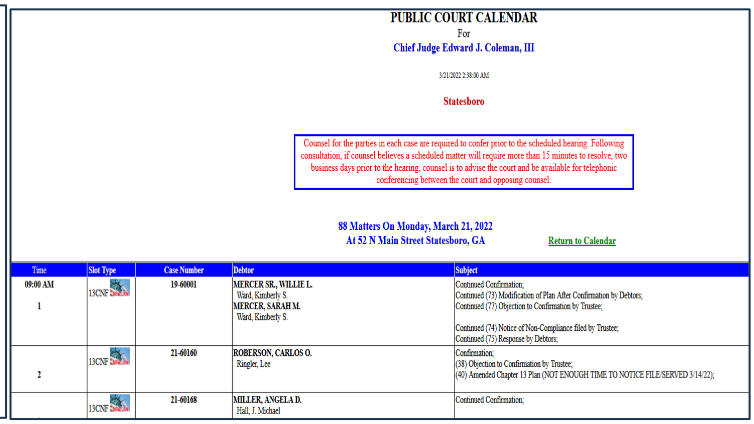
The Court calendar may be viewed on the Court's website at:

www.gasb.uscourts.gov/publicwebcal/

Select the judge or trustee and click **Display Events** to view.

NOTE: Multiple court events may be scheduled on the same day (*hearings and meetings*). Cases may also 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 updates to the calendar.




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

3/21/2022 2:38:00 AM

Statesboro

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

88 Matters On Monday, March 21, 2022
At 52 N Main Street Statesboro, GA

Return to Calendar

Time	Slot Type	Case Number	Debtor	Subject
09:00 AM 1	13CNF	19-60001	MERCER SR., WILLIE L. Ward, Kimberly S. MERCER, SARAH M. Ward, Kimberly S.	Continued Confirmation; Continued (73) Modification of Plan After Confirmation by Debtors; Continued (77) Objection to Confirmation by Trustee; Continued (74) Notice of Non-Compliance filed by Trustee; Continued (75) Response by Debtors;
2	13CNF	21-60160	ROBERSON, CARLOS O. Ringler, Lee	Confirmation; (38) Objection to Confirmation by Trustee; (40) Amended Chapter 13 Plan (NOT ENOUGH TIME TO NOTICE FILE/SERVED 3/14/22);
	13CNF	21-60168	MILLER, ANGELA D. Hall, J. 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 the opposing counsel.

a. Exhibits

Contact the Courtroom Deputy for the assigned Hearing Judge regarding the Judge's preference regarding exhibits (*e.g., number of copies to submit, labeling procedures, etc.*). Refer also to the Court's Mandatory CM/ECF Administrative Procedures for more information regarding exhibits.

24. Orders

a. Upload a Proposed Order via CM/ECF eOrders Module

eOrders is a module integrated into the CM/ECF system that enables attorneys and trustees to submit proposed orders electronically and provides judges and Court staff with the ability to process and sign such orders electronically.

eOrder templates are available on the Court's website at www.gasb.uscourts.gov/local-forms.

Please view the instructions for preparing and uploading a proposed order via CM/ECF at:

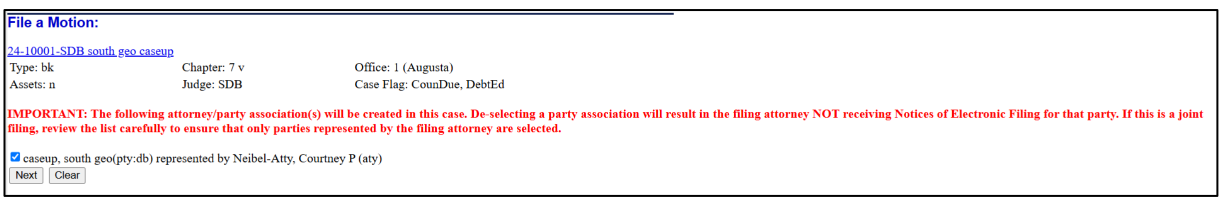
www.gasb.uscourts.gov/e-orders-trustee-and-attorney-guidelines-and-procedures

b. Entry of Orders

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.

25. Attorney and Party Association

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



26. Opening a Voluntary Bankruptcy Case and Associated Documents

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

a. Before Filing a New Petition

- Perform a nationwide search using the PACER Case Locator to determine if the debtor and/or joint debtor has filed any prior cases within the past eight (8) years. Any cases found within the past 8 years should be listed on the Voluntary Petition (Official Form B101) in Part 2, Item 9.

- Review Director's Form 2000 Required Lists, Schedules, Statements, and Fees for the applicable chapter.

- Verify all documents have been properly redacted according to Fed. R. Bankr. P. 9037 to ensure that any sensitive or personal information is not made available to the public. The exception is Official Form B121 Your Statement About Your Social Security Numbers, which should be docketed separately using the appropriate event, and will not be made available to the public.

b. When Filing a New Petition

- To open a new bankruptcy in CM/ECF, select **Bankruptcy > Open BK Case**.

- If the full filing fee is to be paid with the filing of the petition, be sure to enter the full filing fee amount on the fee screen during docketing and follow through with payment immediately after the new petition is filed (*or by close of business*).

- If the filing fee is to be paid in installments, enter the amount of filing fee to be paid with the filing of the petition on the fee screen during docketing (*for example, if you are filing a Chapter 13 case and plan to pay $50 with the filing of the petition and the remainder in installments, enter $50.00 on the fee screen. If you are not paying any amount with the filing of the petition, enter $0.00*).

- Be sure to upload a creditor matrix text file (.txt) after opening the new case.

c. Chapter 7 Case

Suggested Order of Docket Entries for New Chapter 7 Individual/Non-Business Case

1. Chapter 7 Voluntary Petition for Individuals (Official Form 101) (*Combine items a.-j. below and file as one PDF document*):

    a. Official Form 101 - Voluntary Petition for Individuals Filing for Bankruptcy (*pages numbered 1-8; if the debtor is pro se, page 7 is omitted; if attorney, page 8 is omitted*)

    b. Official Form 106 Summary – A Summary of Your Assets and Liabilities and Certain Statistical Information (Individuals)

    c. Official Forms A/B-J/J-2 – Schedules A/B-J/J-2

    d. Official Form 106 Declaration – Declaration About an Individual Debtor's Schedules

    e. Official Form 107 – Statement of Financial Affairs for Individuals Filing for Bankruptcy

f. Official Form 108 – Statement of Intention for Individuals Filing Under Chapter 7

g. Official Form 122A-1 – Chapter 7 Statement of Your Currently Monthly Income

h. Official Form 122A-1Supp – Statement of Exemption from Presumption of Abuse Under § 707(b)(2) (*if applicable*)

i. Official Form 122A-2 – Chapter 7 Means Test Calculation (*if applicable*)

j. Director's Form 2030 – Disclosure of Compensation of Attorney for Debtor

k. Creditor Matrix listing all creditors

The following documents MUST be filed/docketed separately. Do NOT include with the voluntary petition docket event/entry:

2. Official Form 121 – Your Statement About Your Social Security Numbers (*Note: this is a restricted entry that will not be viewable by the public*).

3. Official Form 103A – Application for Individuals to Pay the Filing Fee in Installments (*if paying the filing fee in installments*) – OR –

   Official Form 103B – Application to Have the Chapter 7 Filing Fee Waived (*if requesting waiver of the chapter 7 filing fee*).

4. Certificate of Credit Counseling from an Approved Credit Counseling Agency/Provider (*for each individual debtor*).

5. Transmittal of Pay Advices/Employee Income Records/Pay Advices (*for each individual debtor*).

CM/ECF Docketing Procedure for New Ch. 7 Case:

Step 1 Click **Bankruptcy > Open BK Case**.

Step 2 **The system will automatically assign a case number at the end of this event.**

- The **Case type** will always be **bk** and cannot be changed.

- The current date will display in the **Date filed** field – this date cannot be modified.

- Select **Chapter 7** from the drop-down list.

- The default value for **Joint Petition** is **n** (no). For a Joint filing, change to **y** (yes).

- Do not change the **Deficiencies** value from **n** (no). A separate deficiency notice will be issued by the Clerk's Office if necessary.

- When the screen is correct, click **Next** to continue.

Step 3 The **Search for a debtor** screen will display.

- To prevent duplicate person records in the database, a search of the records for the debtor by social security number or tax identification number is recommended. The database may be searched by social security number, tax identification number, last name, or business name. If searching by social security number or tax ID number, use hyphens when typing the number (*e.g., 000-00-0000*).

- Click **Search** to continue.

Step 4 If there are no matches, the system will display a **No person found** message.

- If the debtor is already in the database, click it to view the record.

- If the debtor is not already in the database, add the debtor by clicking **Create new party**. The **Debtor Information** screen will appear (*see* ***Step 5*** *below*).

- The name search when creating a new party may find more than one record having the same name entered, as shown above. Click each of the names to view a window showing each party's address and social security number for verification.

Step 5 If the search of the database returns a name, select the name if its spelling is identical to the debtor's name on the petition and has the same social security number; otherwise, click **Create New Party** to add a new person record. The **Debtor Information** screen will appear.

NOTE: if selecting a party that had already been created in the database, but the address is different than what is listed on the petition, edit the address to match the petition. The name cannot be edited on this screen.

- Enter all the debtor's information in the appropriate fields.

- The Social Security Number (*SSN*) or Individual Taxpayer Identification Number (*ITIN*) must be entered in a nine-digit format as XXX-XX-XXXX to be accepted by CM/ECF.

- For each debtor, enter either an SSN/ITIN or a Tax ID/EIN, but not both.

- Enter an SSN of all zeros (*i.e., 000-00-0000*) if the debtor or joint debtor does not have an SSN. Similarly, enter a Tax ID/EIN of all zeros (*i.e., 00-0000000*) if the debtor does not have a Tax ID/EIN.

- <u>Do not</u> enter a Phone number, Fax number, or E-mail address for the debtor.

- <u>Do not</u> enter Party text.

- Select the appropriate county for the city in which the debtor <u>lives or does business</u>, NOT the mailing address, if it is different from the physical address. For an individual debtor, the county code should reflect the county of the debtor's residence at the time of filing. For a non-individual debtor, the county code should reflect the county of the entity's home office or a place of its significant business activity. When entering party information, the list of counties is automatically limited to counties within the state entered for the debtor. Use county code 99999 (outside U.S.) when the debtor's residence is outside the United States.

- Some fields will generate a warning message; for example, *"Warning: The Tax ID/EIN is blank"* is a message that is informational only – proceed with opening the case.

Step 6 If the debtor has any aliases listed in Part 1, Item 2 of the petition, click **Alias…** The **Alias Information** screen will appear.

- Do NOT list the name of any separate legal entity such as a corporation, partnership, or LLC that is not filing this petition.

- Up to five (5) alias records will display on the case docket report. Alias Role selections include **aka** (*also known as*), **dba** (*doing business as*), **fdba** (*formerly doing business as*), **fka** (*formerly known as*), and **nka** (*now known as*).

- Enter the alias information in the fields provided and click the **Add aliases** button to return to the Party screen and submit all information for this party.

NOTE: if the debtor/joint debtor has more than 5 aliases, click **Alias…** again and repeat the process as many times as needed until complete. The 341 notice will display only the first 5 aliases entered for the debtor in CM/ECF.

Step 7 The **Debtor Information** screen will appear again.

- All party information screens, including case opening, contain a **Corporate parent/affiliate…** selection. A business debtor may have a Corporate parent/affiliate if owned or affiliated with other companies.

- If a business debtor has a corporate parent/affiliate, it is important to enter the name in the **Corporate parent/affiliate** field.

- If a **Corporate parent/affiliate** needs to be entered in the case, click **Corporate parent/affiliate…** and see **Step 8** below. If there are no Corporate parents/affiliates, skip to **Step 9** below.

Step 8 The **Search for a corporate parent/affiliate** screen will display.

- Corporate parent/affiliate records reside in a table separate from other party records in the database. This search does not search the database for parties (*debtors, interested parties, defendants, etc*.) or creditors – only corporate parents/affiliates. Enter all or part of the corporate parent/affiliate's business name and click **Search**.

- The **Corporate parent/affiliate search results** screen will appear.

- If the search results in a match, the selected name can be added as a Corporate parent/affiliate to the debtor on the case. Highlight the selection and click **Select name from list**.

- If there is no match, click **Create new corporate parent/affiliate**.

- The **Add Corporate parent/affiliate** screen will appear.

- The **Add corporate parent/affiliate** button provides only the Last Name field and presents the opportunity to add more than one record. An additional blank field will be generated after every record added.

- If you select **Cancel corporate parent/affiliate**, the system returns to the **Add Party** screen without adding any corporate parent/affiliate.

- To link the Corporate parent/affiliate record to the debtor, click **Add corporate parent/affiliate**.

Step 9 On the **Debtor Information** screen:

- Verify the information; at any time, clicking **Review…** on the **Debtor Information** screen will present a screen summarizing the Attorney, Alias, and Corporate parent/affiliate activity for this debtor.

- Add all attorneys, aliases, and corporate parents/affiliates before clicking **Submit**.

- When you are finished adding the information for the debtor, click **Submit** to continue with case opening. **Note:** you may receive a pop-up warning message regarding any blank fields – check the screen to confirm the information entered is correct and click **OK** to continue past the warning message(s).

NOTE: if this is a joint filing, a **Joint Debtor Party** screen will appear next. Process the joint debtor using the same procedure for adding the first debtor.

Step 10 The system will display a screen confirming the assignment of the **Divisional Office** for this case. The assignment is based on the county of the debtor. Click **Next** to continue.

Step 11 The **Statistical Data** screen will display:

- **Prior filing within last 8 years**: choose yes or no

- **Fee status** values are: Paid, Installment, fee not paid, and IFP (*in forma pauperis*) filing fee waived (*for individual voluntary Ch. 7 cases only*). Choose the appropriate fee status value.

    - If you are paying the full filing fee with the filing of the petition, choose **Paid** from the pick list for fee status.

    - If you will be filing an Application to Pay Filing Fee in Installments for an individual debtor, choose **Installment** from the pick list for fee status.

    - If you will be filing an Application to Waive Ch. 7 Filing Fee (*In Forma Pauperis Application*), select **IFP filing fee waived** from the pick list for fee status.

- **Nature of debt:** the default value is a null value. A selection is required. Select business, consumer, or other. Use Other if the debtor indicated that the debts were considered neither consumer nor business in nature.

- Select **No** for the **Asset notice** designation. This denotes whether the debtor estimates assets will be available for distribution after any exempt property is excluded and administrative expenses are paid as indicated on the voluntary petition.

- Select the range of **Estimated number of creditors** from the pick list. This is a required field and cannot be left blank. Enter the information from the voluntary petition. If the number is unknown (*e.g., a skeletal petition is filed under any chapter*), select the first value on the pick list.

- Select the range of **Estimated assets** from the pick list. This is a required field and cannot be left blank. Enter the information from the voluntary petition. If the number is unknown (*e.g., a skeletal petition is filed under any chapter*), select the first value on the pick list.

- Select the range of **Estimated liabilities** from the pick list. This is a required field and cannot be left blank. Enter the information from the voluntary petition. If the number is unknown (*e.g., a skeletal petition is filed under any chapter*), select the first value on the pick list.

- Select **Type of debtor** by clicking the appropriate radio button: Individual, Corporation, Partnership, or Other.

    - When the nature of debt is primarily business, select the appropriate type of governance of the business.

    - If the nature of debt is <u>not</u> primarily business, the type of debtor should be "Individual."

- Select a **Nature of business** by clicking the appropriate radio button: Health Care Business, Single Asset Real Estate, Stockbroker, Commodity Broker, or None of the above.

    - When the nature of debt is primarily business, a value must be provided in the **Nature of business** field. This field should be left blank only when the nature of the debt is not primarily business.

    - Select "None of the above" if the available options do not describe the debtor's type of business.

- If the type of debtor is Corporation, Partnership, or Other, two additional sections will appear on this screen: **Special Categories**, and **NAICS code**. Check the boxes and select from the pick list(s) as appropriate.

- Click **Next** to continue.

Step 12 A screen will appear with the following statement:

Statistical Reporting Requirements: You are Required to Input Totals from Schedules A/B, D, E/F, I, J, J-2, Current Monthly Income from Form 122, and Total Nondischargeable Debt. This information can be found on Official Form B106 (*or B206*) Summary of Schedules.

Click **Next** to continue.

The **Summary of Assets and Liabilities and Certain Statistical Information** screen will appear.

Enter the dollar amounts listed on Official Form 106Summary into the corresponding fields:

- Data entered on this screen should reflect data on Form 106Summary.
  - Monthly income should come from Form 106Summary and be derived from Line 12 of Schedule I.
  - Monthly expenses should come from Form 106Summary and be derived from Line 22c of Schedule J.
  - Current Monthly Income should come from Form 106Summary and be derived from Form 122A-1.
- Total Nondischargeable Debt should come from Line 9g of Form 106Summary.
- Enter all data in actual dollars (*not in thousands of dollars*). If cents are reported, include the decimal point.
- If no dollar amount is provided for a field or if the form is missing, the corresponding field(s) should be left blank (*null*) in CM/ECF.

- If the amount provided for any field is $0, the corresponding field in CM/ECF should be entered as **0**. Zeros calculate for the computed amount for Total Dischargeable Debt (*Schedules D and E/F minus the Nondischargeable Debt*). A blank field will not compute that number.

- If the debtor reports a negative value in a field on Form 106Summary, **0** should be entered in that field in CM/ECF.

Step 13 The **U.S. Trustee Information** (*Schedules, Form B122, National Standards, etc.*) screen will appear:

- The **U.S. Trustee Information** screen varies with each chapter filed. The data is collected at case opening for Chapters 7, 11, 12, and 13.

- Enter the applicable information from schedules I and J, and from the B122A forms, in the fields provided.

- Click **Next** to continue.

Step 14 The **Filename/PDF document selection** screen will display:

- Click **Browse…** (*or Choose File*) and navigate to the directory where the appropriate PDF file is located and highlight/select the file. Attach PDF files only.

- To make certain the correct PDF file is attached to this entry, right-click the file name and select **Open** to view the contents of the document. Verify that the document is correct and close the file. Click **Open** on the File Upload dialogue box.

- If there are **Attachments to Document**, click **Yes** and proceed as instructed above to add the correct PDF file for each attachment.

- When all attachments have been added click **Next** to continue.

Step 15 A screen will display to choose whether there is a **Presumption of Abuse**. Review the debtor's means test to make the proper selection and select the applicable option regarding the presumption of abuse from the means test: **No** or **Yes**.

Click **Next** to continue.

Step 16 The **Filing Fee** screen will appear, with a field to enter the filing fee amount being paid with the filing of the petition.

- If the full filing fee is to be paid with the filing of the petition, be sure to enter the full filing fee amount on the fee screen during docketing and follow through with payment immediately after the new petition is filed (*or by close of business*).

- If the filing fee is to be paid in installments by an individual debtor, enter the amount of filing fee to be paid with the filing of the petition on the fee screen during docketing (*for example, if you are filing a Chapter 13 case and plan to pay $50 with the filing of the petition and the remainder in installments, enter $50.00 on the fee screen. If you are not paying any amount with the filing of the petition, enter $0.00*).

- If you are filing an Application to Have the Chapter 7 Filing Fee Waived, leave the amount as is and proceed.

- Click **Next** to continue.

Step 17 The **Final Docket Text Editing** screen will appear.

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

Sample Docket Entry:

Chapter 7 Voluntary Petition for Individuals. Fee Amount $338 Filed by Test Debtor (Attorney, John)

- Verify the accuracy of the docket text. This is what will appear on the official court docket sheet and record.

- To abort or restart the transaction before submission, click **Bankruptcy** on the main CM/ECF menu bar. Although this can be done at any time before submitting the docket entry, this is the last opportunity to change the entry.

- If the docket entry is correct, click **Next** to continue.

- **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** to submit.

Step 18 The **Notice of Bankruptcy Case Filing** screen will appear with the assigned bankruptcy case number, as well as a pop-up screen with the summary of current charges due on your account. You can click **Pay Now** or **Continue Filing**. Refer to **Section 22** of this manual regarding Fees and Payments for more information regarding payments.

- The **Notice of Filing** is the verification that the filing has been sent electronically to the Court's database. It certifies that the petition is now an official court document. Future access to this notice is available as a link from the docket sheet.

- Copies of this notice are immediately emailed to all registered users listed as case participants on the case.

- Clicking the case number hyperlink (17-10032) on the Notice of Bankruptcy Case Filing will allow users to generate a docket report for this case.

- Clicking the Document number hyperlink (1) allow users to view the PDF image of the document just filed, if one is available.

- The Notice of Bankruptcy Case Filing hyperlink appears at the top of the screen. Clicking this link reveals a notice summarizing the pertinent details and participants of this case, which may be used as an official notice of stay and can be saved or printed at the time of filing.

- The Notice of Bankruptcy Case Filing is available for future viewing and printing from the **Query** menu.

- Further access to the Notice of Electronic Filing (*NEF*) is available via the case docket report.

- Attorney users will have access to the Notice of Electronic Filing (*NEF*) at the time of filing.

- A copy of the Notice of Electronic Filing (*NEF*) will be emailed to each registered user listed as a case participant on the case; the following message will display at the top of the notice:

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

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.

d. Chapter 11 Case

Suggested Order of Docket Entries for New Chapter 11 Individual Case (Non-Small Business, Non-Subchapter V)

1. Chapter 11 Voluntary Petition for Individuals (Official Form 101) (*Combine items a.-j. below and file as one PDF document*):

    a. Official Form 101 - Voluntary Petition for Individuals Filing for Bankruptcy (*pages numbered 1-8; if the debtor is pro se, page 7 is omitted; if attorney, page 8 is omitted*)

    b. Election to Proceed as a Small or Non-Small Business debtor in Part 3, Item 13 of the petition

    c. Official Form 106 Summary – A Summary of Your Assets and Liabilities and Certain Statistical Information (Individuals)

    d. Official Forms A/B-J/J-2 – Schedules A/B-J/J-2

    e. Official Form 106 Declaration – Declaration About an Individual Debtor's Schedules

    f. Official Form 107 – Statement of Financial Affairs for Individuals Filing for Bankruptcy

    g. Official Form 122B – Chapter 11 Statement of Your Currently Monthly Income

    h. Director's Form 2030 – Disclosure of Compensation of Attorney for Debtor

    i. Creditor Matrix listing all creditors

The following documents MUST be filed/docketed separately. Do NOT include with the voluntary petition docket event/entry:

2. Official Form 121 – Your Statement About Your Social Security Numbers (*Note: this is a restricted entry that will not be viewable by the public*).

3. Official Form 103A – Application for Individuals to Pay the Filing Fee in Installments (*if paying the filing fee in installments*).

4. Official Form 104 – List of 20 Largest Unsecured Creditors

5. Certificate of Credit Counseling from an Approved Credit Counseling Agency/Provider (*for each individual debtor*)

6. Transmittal of Pay Advices/Employee Income Records/Pay Advices (*for each individual debtor*)

CM/ECF Docketing Procedure for New Ch. 11 Case:

Note: *The instructions in this procedure may vary slightly depending upon whether the debtor is individual or non-individual, a small business, and/or proceeding under Subchapter V.*

Step 1 Click **Bankruptcy > Open BK Case**.

Step 2 **The system will automatically assign a case number at the end of this event.**

- The **Case type** will always be **bk** and cannot be changed.
- The current date will display in the **Date filed** field – this date cannot be modified.
- Select **Chapter 11** from the drop-down list.
- The default value for **Joint Petition** is **n** (no). For a Joint filing, change to **y** (yes).
- Do not change the **Deficiencies** value from **n** (no). A separate deficiency notice will be issued by the Clerk's Office if necessary.
- When the screen is correct, click **Next** to continue.

Step 3 The **Search for a debtor** screen will display.

- To prevent duplicate person records in the database, a search of the records for the debtor by social security number or tax identification number is recommended. The database may be searched by social security number, tax identification number, last name, or business name. If searching by social security number or tax ID number, use hyphens when typing the number (*e.g., 000-00-0000*).

- Click **Search** to continue.

Step 4 If there are no matches, the system will display a **No person found** message.

- If the debtor is already in the database, click it to view the record.

- If the debtor is not already in the database, add the debtor by clicking **Create new party**. The **Debtor Information** screen will appear (*see* ***Step 5*** *below*).

- The name search when creating a new party may find more than one record having the same name entered, as shown above. Click each of the names to view a window showing each party's address and social security number for verification.

Step 5 If the search of the database returns a name, select the name if its spelling is identical to the debtor's name on the petition and has the same social security number; otherwise, click **Create New Party** to add a new person record. The **Debtor Information** screen will appear.

NOTE: if selecting a party that had already been created in the database, but the address is different than what is listed on the petition, edit the address to match the petition. The name cannot be edited on this screen.

- Enter all the debtor's information in the appropriate fields.

- The Social Security Number (*SSN*) or Individual Taxpayer Identification Number (*ITIN*) must be entered in a nine-digit format as XXX-XX-XXXX to be accepted by CM/ECF.

- For each debtor, enter either an SSN/ITIN or a Tax ID/EIN, but not both.

- Enter an SSN of all zeros (*i.e., 000-00-0000*) if the debtor or joint debtor does not have an SSN. Similarly, enter a Tax ID/EIN of all zeros (*i.e., 00-0000000*) if the debtor does not have a Tax ID/EIN.

- Do not enter a Phone number, Fax number, or E-mail address for the debtor.

- Do not enter Party text.

- Select the appropriate county for the city in which the debtor lives or does business, NOT the mailing address, if it is different from the physical address. For an individual debtor, the county code should reflect the county of the debtor's residence at the time of filing. For a non-individual debtor, the county code should reflect the county of the entity's home office or a place of its significant business activity. When entering party information, the list of counties is automatically limited to counties within the state entered for the debtor. Use county code 99999 (outside U.S.) when the debtor's residence is outside the United States.

- Some fields will generate a warning message; for example, *"Warning: The Tax ID/EIN is blank"* is a message that is informational only – proceed with opening the case.

Step 6 If the debtor has any aliases listed in Part 1, Item 2 of the petition, click **Alias…** The **Alias Information** screen will appear.

- Do NOT list the name of any separate legal entity such as a corporation, partnership, or LLC that is not filing this petition.

- Up to five (5) alias records will display on the case docket report. Alias Role selections include **aka** (*also known as*), **dba** (*doing business as*), **fdba** (*formerly doing business as*), **fka** (*formerly known as*), and **nka** (*now known as*).

- Enter the alias information in the fields provided and click **Add aliases**.

NOTE: if the debtor/joint debtor has more than 5 aliases, click **Alias…** again and repeat the process as many times as needed until complete. The 341 notice will display only the first 5 aliases entered for the debtor in CM/ECF.

Step 7 The **Debtor Information** screen will appear again.

- All party information screens, including case opening, contain a **Corporate parent/affiliate…** selection. A business debtor may have a Corporate parent/affiliate if owned or affiliated with other companies.

- If a business debtor has a corporate parent/affiliate, it is important to enter the name in the **Corporate parent/affiliate** field.

- If a **Corporate parent/affiliate** needs to be entered in the case, click **Corporate parent/affiliate…** and see **Step 8** below. If there are no Corporate parents/affiliates, skip to **Step 9** below.

Step 8 The **Search for a corporate parent/affiliate** screen will display.

- Corporate parent/affiliate records reside in a table separate from other party records in the database. This search does not search the database for parties (*debtors, interested parties, defendants, etc*.) or creditors – only corporate parents/affiliates. Enter all or part of the corporate parent/affiliate's name and click **Search**.

- The **Corporate parent/affiliate search results** screen will appear.

- If the search results in a match, the selected name can be added as a Corporate parent/affiliate to the debtor on the case. Highlight the selection and click **Select name from list**.

- If there is no match, click **Create new corporate parent/affiliate**.

- The **Add Corporate parent/affiliate** screen will appear.

- The **Add corporate parent/affiliate** button provides only the Last Name field and presents the opportunity to add more than one record. An additional blank field will be generated after every record added.

- If you select **Cancel corporate parent/affiliate**, the system returns to the **Add Party** screen without adding any corporate parent/affiliate.

- To link the Corporate parent/affiliate record to the debtor, click **Add corporate parent/affiliate**.

Step 9 On the **Debtor Information** screen:

- Verify the information; at any time, clicking **Review…** on the **Debtor Information** screen will present a screen summarizing the Attorney, Alias, and Corporate parent/affiliate activity for this debtor.

- Add all attorneys, aliases, and corporate parents/affiliates before clicking **Submit**.

- When you are finished adding the information for the debtor, click **Submit** to continue with case opening. **Note:** you may receive a pop-up warning message regarding any blank fields – check the screen to confirm the information entered is correct and click **OK** to continue past the warning message(s).

NOTE: if this is a joint filing, a **Joint Debtor Party** screen will appear next. Process the joint debtor using the same procedure for adding the first debtor.

Step 10 The system will display a screen confirming the assignment of the **Divisional Office** for this case. The assignment is based on the county of the debtor. Click **Next** to continue.

Step 11 The **Statistical Data** screen will display:

- **Prior filing within last 8 years**: choose yes or no

- **Fee status values** are: Paid, Installment, and fee not paid. Choose the appropriate fee status value.

    - If you are paying the full filing fee with the filing of the petition, choose **Paid** from the pick list for fee status.

    - If you will be filing an Application to Pay Filing Fee in Installments for an individual debtor, choose **Installment** from the pick list for fee status.

- **Nature of debt:** the default value is a null value. A selection is required. Select business, consumer, or other. Use Other if the debtor indicated that the debts were considered neither consumer nor business in nature.

- Select **Yes** for the **Asset notice** designation. This denotes whether the debtor estimates assets will be available for distribution after any exempt property is excluded and administrative expenses are paid as indicated on the voluntary petition.

- Select the range of **Estimated number of creditors** from the pick list. This is a required field and cannot be left blank. Enter the information from the voluntary petition. If the number is unknown (*e.g., a skeletal petition is filed under any chapter*), select the first value on the pick list.

- Select the range of **Estimated assets** from the pick list. This is a required field and cannot be left blank. Enter the information from the voluntary petition. If the number is unknown (*e.g., a skeletal petition is filed under any chapter*), select the first value on the pick list.

- Select the range of **Estimated liabilities** from the pick list. This is a required field and cannot be left blank. Enter the information from the voluntary petition. If the number is unknown (*e.g., a skeletal petition is filed under any chapter*), select the first value on the pick list.

- **Small business**: This denotes that the debtor is a small business as indicated on the voluntary petition. This field defaults to "n" and should be updated as appropriate. A small business debtor is defined in 11 U.S.C. § 101(51D).

- **Subchapter**: Check the box if the Debtor is defined in 11 U.S.C. § 1182(1) and elects to proceed under Subchapter V of Chapter 11 (*as indicated on the voluntary petition*).

- If the type of debtor is a non-individual, the following optional fields are presented – select those that apply:

    - A plan is being filed with this petition.

    - Acceptances of the plan were solicited prepetition.

    - Debtor is required to file periodic reports with the SEC.

    - Debtor is a shell company.

- Select **Type of debtor** by clicking the appropriate radio button: Individual, Corporation, Partnership, or Other.

    - When the nature of debt is primarily business, select the appropriate type of governance of the business.

    - If the nature of debt is <u>not</u> primarily business, the type of debtor should be "Individual."

- Select a **Nature of business** by clicking the appropriate radio button: Health Care Business, Single Asset Real Estate, Stockbroker, Commodity Broker, or None of the above.

- When the nature of debt is primarily business, a value must be provided in the Nature of Business field. This field should be left blank only when the nature of the debt is not primarily business.

- Select "None of the above" if the available options do not describe the debtor's type of business.

- If the type of debtor is Corporation, Partnership, or Other, two additional sections will appear on this screen: **Special Categories**, and **NAICS code**. Check the boxes and select from the drop-down list as appropriate.

  - *Tax-Exempt Entity* – Denotes that a business is tax exempt as indicated on the voluntary petition.

  - *Investment Company* – Denotes that a debtor is an investment company as indicated on the voluntary petition.

  - *Investment Advisor* – Denotes that a debtor is an investment advisor as indicated on the voluntary petition.

  - *North American Industry Classification System (NAICS) code* – A code used by federal statistical agencies to classify business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. Clicking the arrow displays a drop-down list of valid NAICS codes. A complete list of NAICS codes is available at https://www.census.gov/naics/.

- Click **Next** to continue.

Step 12 In a consumer case, a screen will appear with the following:

Statistical Reporting Requirements: You are Required to Input Totals from Schedules A/B, D, E/F, I, J, J-2, Current Monthly Income from Form 122, and Total Nondischargeable Debt. This information can be found on Official Form B106 (*or B206*) Summary of Schedules.

Enter the dollar amounts listed on Official Form 106Summary into the corresponding fields:

- Data entered on this screen should reflect data on Form 106Summary.

  - Monthly income should come from Form 106Summary and be derived from Line 12 of Schedule I.

- Monthly expenses should come from Form 106Summary and be derived from Line 22c of Schedule J.

- Current Monthly Income should come from Form 106Summary and be derived from Form 122B.

- Total Nondischargeable Debt should come from Line 9g of Form 106Summary.

- Enter all data in actual dollars (*not in thousands of dollars*). If cents are reported, include the decimal point.

- If no dollar amount is provided for a field or if the form is missing, the corresponding field(s) should be left blank (*null*) in CM/ECF.

- If the amount provided for any field is $0, the corresponding field in CM/ECF should be entered as **0**. Zeros calculate for the computed amount for Total Dischargeable Debt (*Schedules D and E/F minus the Nondischargeable Debt*). A blank field will not compute that number.

- If the debtor reports a negative value in a field on Form 106Summary, **0** should be entered in that field in CM/ECF.

Step 13 In cases filed by an individual debtor, a screen will appear to enter information from the debtor's schedules I and J:

Enter the totals from the schedules; if the applicable schedules are not included with the petition, leave this screen blank and click **Next**. When the schedules are filed, the information will be updated when the schedules are docketed.

Step 14 The **Filename/PDF Document Selection** screen will display:

- Click **Browse…** (*or Choose File*) and navigate to the directory where the appropriate PDF file is located and highlight/select the file. Attach PDF files only.

- To make certain the correct PDF file is attached to this entry, right-click the file name and select **Open** to view the contents of the document. Verify that the document is correct and close the file. Click **Open** on the File Upload dialogue box.

- If there are **Attachments to Document**, click **Yes** and proceed as instructed above to add the correct PDF file for each attachment.

- When all attachments have been added click **Next** to continue.

Step 15 The deadlines for the Chapter 11 Plan and Disclosure Statement (*if applicable*) are automatically calculated.

Click **Next** to continue.

Step 16 The **Filing Fee** screen will appear, with a field to enter the filing fee amount being paid with the filing of the petition.

- If the full filing fee is to be paid with the filing of the petition, be sure to enter the full filing fee amount on the fee screen during docketing and follow through with payment immediately after the new petition is filed (*or by close of business*).

- If the filing fee is to be paid in installments by an individual debtor, enter the amount of filing fee to be paid with the filing of the petition on the fee screen during docketing (*for example, if you are filing a Chapter 13 case and plan to pay $50 with the filing of the petition and the remainder in installments, enter $50.00 on the fee screen. If you are not paying any amount with the filing of the petition, enter $0.00*).

- Click **Next** to continue.

- Click **Next** to continue.

- Click **Next** to continue.

Step 17 The **Final Docket Text Editing** screen will appear.

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

Sample Docket Entry:

Chapter 11 Voluntary Petition for Individuals. Fee Amount $1738 Filed by Test Debtor. Chapter 11 Plan due by 11/12/2024. Disclosure Statement due by 11/12/2024 (Attorney, John)

- Verify the accuracy of the docket text. This is what will appear on the official court docket sheet and record.

- To abort or restart the transaction before submission, click **Bankruptcy** on the main CM/ECF menu bar. Although this can be done at any time before submitting the docket entry, this is the last opportunity to change the entry.

- **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** to submit.

Step 18 The **Notice of Bankruptcy Case Filing** screen will appear with the assigned bankruptcy case number, as well as a pop-up screen with the summary of current charges due on your account. You can click **Pay Now** or **Continue Filing**. Refer to **Section 22** of this manual regarding Fees and Payments.

- The **Notice of Filing** is the verification that the filing has been sent electronically to the Court's database. It certifies that the petition is now an official court document. Future access to this notice is available as a link from the docket sheet.

- Copies of this notice are immediately emailed to all registered users listed as case participants on the case.

- Clicking the case number hyperlink (17-10032) on the Notice of Bankruptcy Case Filing will allow users to generate a docket report for this case.

- Clicking the Document number hyperlink (1) allow users to view the PDF image of the document just filed, if one is available.

- The Notice of Bankruptcy Case Filing hyperlink appears at the top of the screen. Clicking this link reveals a notice summarizing the pertinent details and participants of this case, which may be used as an official notice of stay and can be saved or printed at the time of filing.

- The Notice of Bankruptcy Case Filing is available for future viewing and printing from the **Query** menu.

- Further access to the Notice of Electronic Filing (*NEF*) is available via the case docket report.

- Attorney users will have access to the Notice of Electronic Filing (*NEF*) at the time of filing.

- A copy of the Notice of Electronic Filing (*NEF*) will be emailed to each registered user listed as a case participant on the case; the following message will display at the top of the notice:

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

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.

e. Chapter 12 Case

Note: *The instructions in this procedure may vary slightly depending upon whether the debtor is an individual or a non-individual.*

Suggested Order of Docket Entries for New Chapter 12 Individual Case

1. Chapter 12 Voluntary Petition for Individuals (Official Form 101) (*Combine items a.-j. below and file as one PDF document*):

   a. Official Form 101 - Voluntary Petition for Individuals Filing for Bankruptcy (*pages numbered 1-8; if the debtor is pro se, page 7 is omitted; if attorney, page 8 is omitted*)

   b. Official Form 106 Summary – A Summary of Your Assets and Liabilities and Certain Statistical Information (Individuals)

   c. Official Forms A/B-J/J-2 – Schedules A/B-J/J-2

   d. Official Form 106 Declaration – Declaration About an Individual Debtor's Schedules

   e. Official Form 107 – Statement of Financial Affairs for Individuals Filing for Bankruptcy

   f. Director's Form 2030 – Disclosure of Compensation of Attorney for Debtor

   g. Creditor Matrix listing all creditors

The following documents MUST be filed/docketed separately. Do NOT include with the voluntary petition docket event/entry:

2. Official Form 121 – Your Statement About Your Social Security Numbers (*Note: this is a restricted entry that will not be viewable by the public*).

3. Official Form 103A – Application for Individuals to Pay the Filing Fee in Installments (*if paying the filing fee in installments*).

4. Certificate of Credit Counseling from an Approved Credit Counseling Agency/Provider (*for each individual debtor*)

5. Transmittal of Pay Advices/Employee Income Records/Pay Advices (*for each individual debtor*)

CM/ECF Docketing Procedure for New Ch. 12 Case

Step 1 Click **Bankruptcy > Open BK Case**.

Step 2 **The system will automatically assign a case number at the end of this event.**

- The **Case type** will always be **bk** and cannot be changed.

- The current date will display in the **Date filed** field – this date cannot be modified.

- Select **Chapter 12** from the drop-down list.

- The default value for **Joint Petition** is **n** (no). For a Joint filing, change to **y** (yes).

- Do not change the **Deficiencies** value from **n** (no). A separate deficiency notice will be issued by the Clerk's Office if necessary.

- When the screen is correct, click **Next** to continue.

Step 3 The **Search for a debtor** screen will display.

- To prevent duplicate person records in the database, a search of the records for the debtor by social security number or tax identification number is recommended. The database may be searched by social security number, tax identification number, last name, or business name. If searching by social security number or tax ID number, use hyphens when typing the number (*e.g., 000-00-0000*).

- Click **Search** to continue.

Step 4 If there are no matches, the system will display a **No person found** message.

- If the debtor is already in the database, click it to view the record.

- If the debtor is not already in the database, add the debtor by clicking **Create new party**. The **Debtor Information** screen will appear (*see* ***Step 5*** *below*).

- The name search when creating a new party may find more than one record having the same name entered, as shown above. Click each of the names to view a window showing each party's address and social security number for verification.

Step 5 If the search of the database returns a name, select the name if its spelling is identical to the debtor's name on the petition and has the same social security number; otherwise, click **Create New Party** to add a new person record. The **Debtor Information** screen will appear.

NOTE: if selecting a party that had already been created in the database, but the address is different than what is listed on the petition, edit the address to match the petition. The name cannot be edited on this screen.

- Enter all the debtor's information in the appropriate fields.

- The Social Security Number (*SSN*) or Individual Taxpayer Identification Number (*ITIN*) must be entered in a nine-digit format as XXX-XX-XXXX to be accepted by CM/ECF.

- For each debtor, enter either an SSN/ITIN or a Tax ID/EIN, but not both.

- Enter an SSN of all zeros (*i.e., 000-00-0000*) if the debtor or joint debtor does not have an SSN. Similarly, enter a Tax ID/EIN number of all zeros (*i.e., 00-0000000*) if the debtor does not have a Tax ID/EIN.

- Do not enter a Phone number, Fax number, or E-mail address for the debtor.

- Do not enter Party text.

- Select the appropriate county for the city in which the debtor lives or does business, NOT the mailing address, if it is different from the physical address. For an individual debtor, the county code should reflect the county of the debtor's residence at the time of filing. For a non-individual debtor, the county code should reflect the county of the entity's home office or a place of its significant business activity. When entering party information, the list of counties is automatically limited to counties within the state entered for the debtor. Use county code 99999 (outside U.S.) when the debtor's residence is outside the United States.

- Some fields will generate a warning message; for example, *"Warning: The Tax ID/EIN is blank"* is a message that is informational only – proceed with opening the case.

Step 6 If the debtor has any aliases listed in Part 1, Item 2 of the petition, click **Alias…** The **Alias Information** screen will appear.

- Do NOT list the name of any separate legal entity such as a corporation, partnership, or LLC that is not filing this petition.

- Up to five (5) alias records will display on the case docket report. Alias Role selections include **aka** (*also known as*), **dba** (*doing business as*), **fdba** (*formerly doing business as*), **fka** (*formerly known as*), and **nka** (now known as).

- Enter the alias information in the fields provided and click **Add aliases**.

NOTE: if the debtor/joint debtor has more than 5 aliases, click **Alias…** again and repeat the process as many times as needed until complete. The 341 notice will display only the first 5 aliases entered for the debtor in CM/ECF.

Step 7 The **Debtor Information** screen will appear again.

- All party information screens, including case opening, contain a **Corporate parent/affiliate…** selection. A business debtor may have a Corporate parent/affiliate if owned or affiliated with other companies.

- If a business debtor has a corporate parent/affiliate, it is important to enter the name in the **Corporate parent/affiliate** field.

- If a **Corporate parent/affiliate** needs to be entered in the case, click **Corporate parent/affiliate…** and see **Step 8** below. If there are no Corporate parents/affiliates, skip to **Step 9** below.

Step 8 The **Search for a corporate parent/affiliate** screen will display.

- Corporate parent/affiliate records reside in a table separate from other party records in the database. This search does not search the database for parties (*debtors, interested parties, defendants, etc*.) or creditors – only corporate parents/affiliates. Enter all or part of the corporate parent/affiliate's name and click **Search**.

- The **Corporate parent/affiliate search results** screen will appear.

- If the search results in a match, the selected name can be added as a Corporate parent/affiliate to the debtor on the case. Highlight the selection and click **Select name from list**.

- If there is no match, click **Create new corporate parent/affiliate**.

- The **Add Corporate parent/affiliate** screen will appear.

- The **Add corporate parent/affiliate** button provides only the Last Name field and presents the opportunity to add more than one record. An additional blank field will be generated after every record added.

- If you select **Cancel corporate parent/affiliate**, the system returns to the **Add Party** screen without adding any corporate parent/affiliate.

- To link the Corporate parent/affiliate record to the debtor, click **Add corporate parent/affiliate**.

Step 9 On the **Debtor Information** screen:

- Verify the information; at any time, clicking **Review…** on the **Debtor Information** screen will present a screen summarizing the Attorney, Alias, and Corporate parent/affiliate activity for this debtor.

- Add all attorneys, aliases, and corporate parents/affiliates before clicking **Submit**.

- When you are finished adding the information for the debtor, click **Submit** to continue with case opening. **Note:** you may receive a pop-up warning message regarding any blank fields – check the screen to confirm the information entered is correct and click **OK** to continue past the warning message(s).

NOTE: if this is a joint filing, a **Joint Debtor Party** screen will appear next. Process the joint debtor using the same procedure for adding the first debtor.

Step 10 The system will display a screen confirming the assignment of the **Divisional Office** for this case. The assignment is based on the county of the debtor. Click **Next** to continue.

Step 11 The **Statistical Data** screen will display:

- **Prior filing within last 8 years**: choose yes or no

- **Fee status values** are: Paid, Installment, and fee not paid. Choose the appropriate fee status value.

    - If you are paying the full filing fee with the filing of the petition, choose **Paid** from the pick list for fee status.

    - If you will be filing an Application to Pay Filing Fee in Installments for an individual debtor, choose **Installment** from the pick list for fee status.

- **Nature of debt:** the default value is **business**. This value cannot be changed.

- Select **Yes** for the **Asset notice** designation. This denotes whether the debtor estimates assets will be available for distribution after any exempt property is excluded and administrative expenses are paid as indicated on the voluntary petition.

- Select the range of **Estimated number of creditors** from the pick list. This is a required field and cannot be left blank. Enter the information from the voluntary petition. If the number is unknown (*e.g., a skeletal petition is filed under any chapter*), select the first value on the pick list.

- Select the range of **Estimated assets** from the pick list. This is a required field and cannot be left blank. Enter the information from the voluntary petition. If the number is unknown (*e.g., a skeletal petition is filed under any chapter*), select the first value on the pick list.

- Select the range of **Estimated liabilities** from the pick list. This is a required field and cannot be left blank. Enter the information from the voluntary petition. If the number is unknown (*e.g., a skeletal petition is filed under any chapter*), select the first value on the pick list.

- Select **Type of debtor** by clicking the appropriate radio button: Individual, Corporation, Partnership, or Other.

- Select a **Nature of business** by clicking the appropriate radio button: Health Care Business, Single Asset Real Estate, Stockbroker, Commodity Broker, or None of the above. Select "None of the above" if the available options do not describe the debtor's type of business.

- If the type of debtor is Corporation, Partnership, or Other, two additional sections will appear on this screen: **Special Categories**, and **NAICS code**. Check the boxes and select from the drop-down list as appropriate.

- Click **Next** to continue.

Step 12 A screen will appear to report information from the debtor's Summary of Assets and Liabilities and Certain Statistical Information:

Enter the totals from the summary of schedules; if the applicable schedules are not included with the petition, leave this screen blank and click **Next**. When the schedules are filed, the information will be updated when the schedules are docketed.

Step 13 A screen will appear requesting additional information from an individual debtor's Schedule I and Schedule J.

Enter the totals from the schedules; if the applicable schedules are not included with the petition, leave this screen blank and click **Next**. When the schedules are filed, the information will be updated when the schedules are docketed.

Step 14 The **Filename/PDF Document Selection** screen will display:

- Click **Browse…** (*or Choose File*) and navigate to the directory where the appropriate PDF file is located and highlight/select the file. Attach PDF files only.

- To make certain the correct PDF file is attached to this entry, right-click the file name and select **Open** to view the contents of the document. Verify that the document is correct and close the file. Click **Open** on the File Upload dialogue box.

- If there are **Attachments to Document**, click **Yes** and proceed as instructed above to add the correct PDF file for each attachment.

- When all attachments have been added click **Next** to continue.

Step 15 The **Filing Fee** screen will appear, with a field to enter the filing fee amount being paid with the filing of the petition. The **deadline for filing the Chapter 12 Plan** is automatically calculated and will also appear on this screen.

- If the <u>full filing fee is to be paid</u> with the filing of the petition, be sure to enter the full filing fee amount on the fee screen during docketing and follow through with payment immediately after the new petition is filed (*or by close of business*).

- If the <u>filing fee is to be paid in installments by an individual debtor</u>, enter the amount of filing fee to be paid with the filing of the petition on the fee screen during docketing (*for example, if you are filing a Chapter 12 case and plan to pay $50 with the filing of the petition and the remainder in installments, enter $50.00 on the fee screen. If you are not paying any amount with the filing of the petition, enter $0.00*).

- Click **Next** to continue.

- Click **Next** to continue.

- Click **Next** to continue.

Step 16 The **Final Docket Text Editing** screen will appear.

NOTE: <u>This is the last opportunity to make any changes before the case is officially opened and assigned a case number</u>.

Sample Docket Entry:

Chapter 12 Voluntary Petition Fee Amount $278 Filed by Test Debtor. Chapter 12 Plan due by 11/4/2024. (Attorney, John)

- Verify the accuracy of the docket text. This is what will appear on the official court docket sheet and record.

- To abort or restart the transaction before submission, click **Bankruptcy** on the main CM/ECF menu bar. Although this can be done at any time before submitting the docket entry, this is the last opportunity to change the entry.

- **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** to submit.

Step 17 The **Notice of Bankruptcy Case Filing** screen will appear with the assigned bankruptcy case number, as well as a pop-up screen with the summary of current charges due on your account. You can click **Pay Now** or **Continue Filing**. Refer to **Section 22** of this manual regarding Fees and Payments.

- The **Notice of Filing** is the verification that the filing has been sent electronically to the Court's database. It certifies that the petition is now an official court document. Future access to this notice is available as a link from the docket sheet.

- Copies of this notice are immediately emailed to all registered users listed as case participants on the case.

- Clicking the case number hyperlink (17-10032) on the Notice of Bankruptcy Case Filing will allow users to generate a docket report for this case.

- Clicking the Document number hyperlink (1) allow users to view the PDF image of the document just filed, if one is available.

- The Notice of Bankruptcy Case Filing hyperlink appears at the top of the screen. Clicking this link reveals a notice summarizing the pertinent details and participants of this case, which may be used as an official notice of stay and can be saved or printed at the time of filing.

- The Notice of Bankruptcy Case Filing is available for future viewing and printing from the **Query** menu.

- Further access to the Notice of Electronic Filing (*NEF*) is available via the case docket report.

- Attorney users will have access to the Notice of Electronic Filing (*NEF*) at the time of filing.

- A copy of the Notice of Electronic Filing (*NEF*) will be emailed to each registered user listed as a case participant on the case; the following message will display at the top of the notice:

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

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.

f. Chapter 13 Case

Suggested Order of Docket Entries for New Chapter 13 Case

1. Chapter 13 Voluntary Petition for Individuals (Official Form 101) (*Combine items a.-j. below and file as one PDF document*):

   a. Official Form 101 - Voluntary Petition for Individuals Filing for Bankruptcy (*pages numbered 1-8; if the debtor is pro se, page 7 is omitted; if attorney, page 8 is omitted*)

   b. Official Form 106 Summary – A Summary of Your Assets and Liabilities and Certain Statistical Information (Individuals)

   c. Official Forms A/B-J/J-2 – Schedules A/B-J/J-2

   d. Official Form 106 Declaration – Declaration About an Individual Debtor's Schedules

   e. Official Form 107 – Statement of Financial Affairs for Individuals Filing for Bankruptcy

   f. Official Form 122C-1 – Chapter 13 Statement of Your Currently Monthly Income and Calculation of Commitment Period

   g. Official Form 122C-2 – Chapter 13 Calculation of Your Disposable Income (*if applicable*)

   h. Director's Form 2030 – Disclosure of Compensation of Attorney for Debtor

i. Creditor Matrix listing all creditors

The following documents MUST be filed/docketed separately. Do NOT include with the voluntary petition docket event/entry:

2. Official Form 121 – Your Statement About Your Social Security Numbers (*Note: this is a restricted entry that will not be viewable by the public*).

3. Official Form 103A – Application for Individuals to Pay the Filing Fee in Installments (*if paying the filing fee in installments*).

4. Certificate of Credit Counseling from an Approved Credit Counseling Agency/Provider (*for each individual debtor*)

5. Transmittal of Pay Advices/Employee Income Records/Pay Advices (*for each individual debtor*)

6. Chapter 13 Plan – Local Form. Pursuant to Fed. R. Bankr. P. 3015.1, the Southern District of Georgia General Order 2017-3 adopts this form in lieu of the Official Form 113.

CM/ECF Docketing Procedure for New Ch. 13 Case

Step 1 Click **Bankruptcy > Open BK Case**.

Step 2 **The system will automatically assign a case number at the end of this event.**

- The **Case type** will always be **bk** and cannot be changed.
- The current date will display in the **Date filed** field – this date cannot be modified.
- Select **Chapter 13** from the drop-down list.
- The default value for **Joint Petition** is **n** (no). For a Joint filing, change to **y** (yes).
- Do not change the **Deficiencies** value from **n** (no). A separate deficiency notice will be issued by the Clerk's Office if necessary.
- When the screen is correct, click **Next** to continue.

Step 3 The **Search for a debtor** screen will display.

- To prevent duplicate person records in the database, a search of the records for the debtor by social security number or tax identification number is recommended. The database may be searched by social security number, tax identification number, last name, or business name. If searching by social security number or tax ID number, use hyphens when typing the number (*e.g., 000-00-0000*).

- Click **Search** to continue.

Step 4 If there are no matches, the system will display a **No person found** message.

- If the debtor is already in the database, click it to view the record.

- If the debtor is not already in the database, add the debtor by clicking **Create new party**. The **Debtor Information** screen will appear (*see* ***Step 5*** *below*).

- The name search when creating a new party may find more than one record having the same name entered, as shown above. Click each of the names to view a window showing each party's address and social security number for verification.

Step 5 If the search of the database returns a name, select the name if its spelling is identical to the debtor's name on the petition and has the same social security number; otherwise, click **Create New Party** to add a new person record. The **Debtor Information** screen will appear.

NOTE: if selecting a party that had already been created in the database, but the address is different than what is listed on the petition, edit the address to match the petition. The name cannot be edited on this screen.

- Enter all the debtor's information in the appropriate fields.

- The Social Security Number (*SSN*) or Individual Taxpayer Identification Number (*ITIN*) must be entered in a nine-digit format as XXX-XX-XXXX to be accepted by CM/ECF.

- For each debtor, enter either an SSN/ITIN or a Tax ID/EIN, but not both.

- Enter an SSN of all zeros (*i.e., 000-00-0000*) if the debtor or joint debtor does not have an SSN.

- Do not enter a Phone number, Fax number, or E-mail address for the debtor.

- Do not enter Party text.

- Select the appropriate county for the city in which the debtor lives or does business, NOT the mailing address, if it is different from the physical address. For an individual debtor, the county code should reflect the county of the debtor's residence at the time of filing. When entering party information, the list of counties is automatically limited to counties within the state entered for the debtor. Use county code 99999 (outside U.S.) when the debtor's residence is outside the United States.

- Some fields will generate a warning message; for example, *"Warning: The Tax ID/EIN is blank"* is a message that is informational only – proceed with opening the case.

Step 6 If the debtor has any aliases listed in Part 1, Item 2 of the petition, click **Alias…** The **Alias Information** screen will appear.

- Do NOT list the name of any separate legal entity such as a corporation, partnership, or LLC that is not filing this petition.

- Up to five (5) alias records will display on the case docket report. Alias Role selections include **aka** (*also known as*), **dba** (*doing business as*), **fdba** (*formerly doing business as*), **fka** (*formerly known as*), and **nka** (*now known as*).

- Enter the alias information in the fields provided and click **Add aliases**.

NOTE: if the debtor/joint debtor has more than 5 aliases, click **Alias…** again and repeat the process as many times as needed until complete. The 341 notice will display only the first 5 aliases entered for the debtor in CM/ECF.

Step 7 The **Debtor Information** screen will appear again.

- All party information screens, including case opening, contain a **Corporate parent/affiliate…** selection. A business debtor may have a Corporate parent/affiliate if owned or affiliated with other companies.

- If a business debtor has a corporate parent/affiliate, it is important to enter the name in the **Corporate parent/affiliate** field.

- If a **Corporate parent/affiliate** needs to be entered in the case, click **Corporate parent/affiliate…** and see **Step 8** below. If there are no Corporate parents/affiliates, skip to **Step 9** below.

Step 8 The **Search for a corporate parent/affiliate** screen will display.

- Corporate parent/affiliate records reside in a table separate from other party records in the database. This search does not search the database for parties (*debtors, interested parties, defendants, etc*.) or creditors – only corporate parents/affiliates. Enter all or part of the corporate parent/affiliate's name and click **Search**.

- The **Corporate parent/affiliate search results** screen will appear.

- If the search results in a match, the selected name can be added as a Corporate parent/affiliate to the debtor on the case. Highlight the selection and click **Select name from list**.

- If there is no match, click **Create new corporate parent/affiliate**.

- The **Add Corporate parent/affiliate** screen will appear.

- The **Add corporate parent/affiliate** button provides only the Last Name field and presents the opportunity to add more than one record. An additional blank field will be generated after every record added.

- If you select **Cancel corporate parent/affiliate**, the system returns to the **Add Party** screen without adding any corporate parent/affiliate.

- To link the Corporate parent/affiliate record to the debtor, click **Add corporate parent/affiliate**.

Step 9 On the **Debtor Information** screen:

- Verify the information; at any time, clicking **Review…** on the **Debtor Information** screen will present a screen summarizing the Attorney, Alias, and Corporate parent/affiliate activity for this debtor.

- Add all attorneys, aliases, and corporate parents/affiliates before clicking **Submit**.

- When you are finished adding the information for the debtor, click **Submit** to continue with case opening. **Note:** you may receive a pop-up warning message regarding any blank fields – check the screen to confirm the information entered is correct and click **OK** to continue past the warning message(s).

NOTE: if this is a joint filing, a **Joint Debtor Party** screen will appear next. Process the joint debtor using the same procedure for adding the first debtor.

Step 10 The system will display a screen confirming the assignment of the **Divisional Office** for this case. The assignment is based on the county of the debtor. Click **Next** to continue.

Step 11 The **Statistical Data** screen will display:

- **Prior filing within last 8 years**: choose yes or no

- **Fee status values** are: Paid, Installment, and fee not paid. Choose the appropriate fee status value.

    - If you are paying the full filing fee with the filing of the petition, choose **Paid** from the pick list for fee status.

    - If you will be filing an Application to Pay Filing Fee in Installments, choose **Installment** from the pick list for fee status.

- **Nature of debt:** the default value is a null value. A selection is required. Select business, consumer, or other. Use Other if the debtor indicated that the debts were considered neither consumer nor business in nature.

- Select **Yes** for the **Asset notice designation**. This denotes whether the debtor estimates assets will be available for distribution after any exempt property is excluded and administrative expenses are paid as indicated on the voluntary petition.

- Select the range of **Estimated number of creditors** from the pick list. This is a required field and cannot be left blank. Enter the information from the voluntary petition. If the number is unknown (*e.g., a skeletal petition is filed under any chapter*), select the first value on the pick list.

- Select the range of **Estimated assets** from the pick list. This is a required field and cannot be left blank. Enter the information from the voluntary petition. If the number is unknown (*e.g., a skeletal petition is filed under any chapter*), select the first value on the pick list.

- Select the range of **Estimated liabilities** from the pick list. This is a required field and cannot be left blank. Enter the information from the voluntary petition. If the number is unknown (*e.g., a skeletal petition is filed under any chapter*), select the first value on the pick list.

- Select **Type of debtor** by clicking the appropriate radio button: Individual, Corporation, Partnership, or Other.

    - When the nature of debt is primarily business, select the appropriate type of governance of the business.

    - If the nature of debt is not primarily business, the type of debtor should be "Individual."

- Select a **Nature of business** by clicking the appropriate radio button: Health Care Business, Single Asset Real Estate, Stockbroker, Commodity Broker, or None of the above.

    - When the nature of debt is primarily business, a value must be provided in the **Nature of business** field. This field should be left blank only when the nature of the debt is not primarily business.

    - Select "None of the above" if the available options do not describe the debtor's type of business.

- Click **Next** to continue.

Step 12 A screen will appear with the following statement:

Statistical Reporting Requirements: You are Required to Input Totals from Schedules A/B, D, E/F, I, J, J-2, Current Monthly Income from Form 122, and Total Nondischargeable Debt. This information can be found on Official Form B106 Summary of Schedules.

Summary of Assets and Liabilities and Certain Statistical Information will also appear on this screen.

Enter the dollar amounts listed on Official Form 106Summary into the corresponding fields:

- Data entered on this screen should reflect data on Form 106Summary.

    - Monthly income should come from Form 106Summary and be derived from Line 12 of Schedule I.

    - Monthly expenses should come from Form 106Summary and be derived from Line 22c of Schedule J.

- Current Monthly Income should come from Form 106Summary and be derived from Form 122A-1.

- Total Nondischargeable Debt should come from Line 9g of Form 106Summary.

- Enter all data in actual dollars (*not in thousands of dollars*). If cents are reported, include the decimal point.

- If no dollar amount is provided for a field or if the form is missing, the corresponding field(s) should be left blank (*null*) in CM/ECF.

- If the amount provided for any field is $0, the corresponding field in CM/ECF should be entered as **0**. Zeros calculate for the computed amount for Total Dischargeable Debt (*Schedules D and E/F minus the Nondischargeable Debt*). A blank field will not compute that number.

- If the debtor reports a negative value in a field on Form 106Summary, **0** should be entered in that field in CM/ECF.

Step 13 A screen will appear to enter information from the debtor's Schedules I and J.

Enter the totals from the schedules; if the applicable schedules are not included with the petition, leave this screen blank and click **Next**. When the schedules are filed, the information will be updated when the schedules are docketed.

Step 14 The **Filename/PDF Document Selection** screen will display:

- Click **Browse…** (*or Choose File*) and navigate to the directory where the appropriate PDF file is located and highlight/select the file. Attach PDF files only.

- To make certain the correct PDF file is attached to this entry, right-click the file name and select **Open** to view the contents of the document. Verify that the document is correct and close the file. Click **Open** on the File Upload dialogue box.

- If there are **Attachments to Document**, click **Yes** and proceed as instructed above to add the correct PDF file for each attachment.

- When all attachments have been added click **Next** to continue.

- Click **Next**.

Step 15 The **Filing Fee** screen will appear, with a field to enter the filing fee amount being paid with the filing of the petition.

- If the <u>full filing fee is to be paid</u> with the filing of the petition, be sure to enter the full filing fee amount on the fee screen during docketing and follow through with payment immediately after the new petition is filed (*or by close of business*).

- If the <u>filing fee is to be paid in installments</u>, enter the amount of filing fee to be paid with the filing of the petition on the fee screen during docketing (*for example, if you are filing a Chapter 13 case and plan to pay $50 with the filing of the petition and the remainder in installments, enter $50.00 on the fee screen. If you are not paying any amount with the filing of the petition, enter $0.00*).

- Click **Next** to continue.

- Click **Next** to continue.

Step 16 The **Final Docket Text Editing** screen will appear.

NOTE: <u>This is the last opportunity to make any changes before the case is officially opened and assigned a case number</u>.

Sample Docket Entry:

Chapter 13 Voluntary Petition Individual Fee Amount $313 Filed by Test Debtor (Attorney, John)

- Verify the accuracy of the docket text. This is what will appear on the official court docket sheet and record.

- To abort or restart the transaction before submission, click **Bankruptcy** on the main CM/ECF menu bar. Although this can be done at any time before submitting the docket entry, this is the last opportunity to change the entry.

- **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** to submit.

Step 17 The **Notice of Bankruptcy Case Filing** screen will appear with the assigned bankruptcy case number, as well as a pop-up screen with the summary of current charges due on your account. You can click **Pay Now** or **Continue Filing**. Refer to **Section 22** of this manual regarding Fees and Payments.

- The **Notice of Filing** is the verification that the filing has been sent electronically to the Court's database. It certifies that the petition is now an official court document. Future access to this notice is available as a link from the docket sheet.

- Copies of this notice are immediately emailed to all registered users listed as case participants on the case.

- Clicking the case number hyperlink (17-10032) on the Notice of Bankruptcy Case Filing will allow users to generate a docket report for this case.

- Clicking the Document number hyperlink (1) allow users to view the PDF image of the document just filed, if one is available.

- The Notice of Bankruptcy Case Filing hyperlink appears at the top of the screen. Clicking this link reveals a notice summarizing the pertinent details and participants of this case, which may be used as an official notice of stay and can be saved or printed at the time of filing.

- The Notice of Bankruptcy Case Filing is available for future viewing and printing from the **Query** menu.

- Further access to the Notice of Electronic Filing (*NEF*) is available via the case docket report.

- Attorney users will have access to the Notice of Electronic Filing (*NEF*) at the time of filing.

- A copy of the Notice of Electronic Filing (*NEF*) will be emailed to each registered user listed as a case participant on the case; the following message will display at the top of the notice:

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

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.

g. Statement of Social Security Number [Official Form B121]

- Click **Bankruptcy**.
- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Bankruptcy Form 121 SSN**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading (*Debtor*).
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Click **Next**.

- **Please note: The B-121 form should be docketed separately from other documents as the image will be restricted from public view.**

- Click **Next**.

- Click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

h. Application to Pay Filing Fee in Installments Official Form 103A

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Pay Filing Fee in Installments**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading (*Debtor*).

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Click **Next**.

- The docket entry text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

i. Application to Have the Chapter 7 Filing Fee Waived (In Forma Pauperis Application) Official Form 103B

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Have Chapter 7 Filing Fee Waived**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading (*Debtor*).

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Click **Next**.

- The docket entry text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

j. Certificate of Credit Counseling

Note: When filing a Certificate of Credit Counseling, ensure that the debtor's name, including any suffix, on the certificate matches what is listed on the petition and in CM/ECF. A debtor name with a suffix, such as Jr., Sr., II, or III, should include the suffix in the name listed on the certificate of credit counseling.

- Click **Bankruptcy**.

- Select **Miscellaneous**.

- Enter the case number.

- Click **Next**.

- Select **Certificate of Credit Counseling**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading (*Debtor*).

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- In a joint case, a screen prompt will appear – **This Certificate is Being Filed on Behalf of: -** select the applicable radio button.

- Click **Next**.

- The docket entry text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

k. Certification/Request for Extension of Time to Complete Pre-Petition Credit Counseling

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Extend Time for Credit Counseling**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading (*Debtor*).
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Click **Next**.
- The docket entry text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

l. Motion for Exemption/Waiver of Pre-Petition Credit Counseling

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select **Exemption from Credit Counseling**.
- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading (*Debtor*).
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- **Exemption Due To:** - enter the reason for the exemption request.
- Click **Next**.
- The docket entry text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

m. Transmittal of Pay Advices/Employee Income Records

- Click **Bankruptcy**.
- Select **Miscellaneous**.
- Enter the case number.

- Click **Next**.
- Select **Employee Income Records**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading (*Debtor*).
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Check the box to **refer to existing event(s)**; otherwise, click **Next**.
- The docket entry text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

n. Tax Documents

For tax documents to be filed with the Court, they must be filed using the event below. The tax information (*PDF image*) filed using this event is restricted to Court users only. All other users (*including PACER users*) will have access to the Tax Documents event indicating that tax information has been filed but will not have access to view the tax information.

- Click **Bankruptcy**.
- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Tax Documents**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading (*Debtor*).
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Enter the **Four Digit Tax Year** for this return in the field provided. Click **Next** to continue.
- The docket entry text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

o. Request for Stop Garnishment Order

A fillable Request for Stop Garnishment form is available on the Court's website at www.gasb.uscourts.gov/local-forms.

- Click **Bankruptcy**.
- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Request for Stop Garnishment Order**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading (*Debtor*).
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Check the box to **refer to existing event(s)**; otherwise, click **Next**.
- The docket entry text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

p. Motion to Extend Automatic Stay

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Extend Automatic Stay**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading (*Debtor*).

- Click **Next**.

- Attach PDF by clicking the **Browse** (or *Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Is this an AMENDED motion? Select **Yes** or **No** and click **Next** to continue.

- If you selected *Yes* on the previous screen, you will be prompted to relate this filing to an existing event.

- Click **Next**.

- The docket entry text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

q. Motion to Impose Automatic Stay

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Impose Automatic Stay**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading (*Debtor*).

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Click **Next**.

- The docket entry text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

r. Power of Attorney/Signatory Verification

Please note: the original power of attorney/documentation must be delivered to the Clerk's Office for verification and certification.

- Click **Bankruptcy**.

- Select **Miscellaneous**.

- Enter the case number.

- Click **Next**.

- Select **Power of Attorney/Signatory Verification**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Is this a document OTHER than a Power of Attorney? Select **Yes** or **No**. (*If you select Yes, the next screen will prompt you to enter the type of document(s) being filed to verify the permission given to the signatory to sign on behalf of the debtor(s)*). Click **Next** to continue.

- **Please note:** The original documentation (*proof of permission for signatory to sign on behalf of the debtor/joint debtor*) must be submitted to the Office of the Clerk. Click **Next** to continue.

- The docket entry text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

s. List of 20 Largest Unsecured Creditors (Chapter 11)

- Click **Bankruptcy**.

- Select **Miscellaneous**.

- Enter the case number.

- Click **Next**.

- Select **20 Largest Unsecured Creditors**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading (*Debtor*).
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Click **Next**.
- The docket entry text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

27. Mailing Matrix (List of Creditors)

It is the debtor's responsibility to submit a complete creditor mailing matrix immediately upon filing the petition. See General Order 2015-1.

A creditor mailing matrix contains each creditor's name and mailing address. The matrix is used for serving notice of the meeting of creditors, as well as other hearing notices, orders, and claims information, when appropriate.

a. Formatting Specifications

The creditor mailing matrix must be in text format with an appropriate text extension (*.txt*) before it can be successfully uploaded into CM/ECF. All other file types within CM/ECF will be PDF (*portable document format*) files.

Refer to **Section 11** of this manual for style guidelines and helpful information on formatting party names and addresses.

b. How to Save/Convert Matrix in Text Format (with a .txt Extension)

- After creating the creditor mailing list in Word, open the file.
- Once the file is displayed, click **File** from the Word menu bar, and select **Save As** from the drop-down list.
- Click the drop-down list arrow in the **Save As** box and select the file type **Plain Text (*.txt)**.
- Enter the file name in the File Name box (*Example: gary_grant_matrix.txt*). Using the name entered, the system will provide the file name including the .txt extension.
- Click **Save** to finish and proceed to uploading in CM/ECF.

c. How to Upload a Creditor Matrix into CM/ECF

- In CM/ECF, click **Bankruptcy**.
- Select **Creditor Maintenance**…
- Click **Upload list of creditors file**.
- Enter the case number.
- Click **Next**.
- The **Load Creditor Information** screen will display. Click the **Browse** (*or Choose File*) button to display the File Upload screen.
- Click the **Look In** box and select the appropriate drive name.
- Change the **Files of Types** to Text (*.txt) or All Files.
- Highlight the appropriate text file to upload.
- For quality assurance, right-click and select **Open** to verify this is the correct creditor matrix text file for this case. Click **X** in the upper-right corner of the window to close the file.

- If correct, double-click the file to select it, or click **Open** to upload it.

- Click **Next**.

- The **Total Creditors Entered** screen will appear with the number of creditors entered in the case. If the total number of creditors is not the same as the total number of creditors listed on the text file you just uploaded, click the browser Back button to return to the screen needed and make any corrections.

- If the total number of creditors displayed is correct, click **Submit**.

- The **Creditors Receipt** screen will display. The information displayed confirms the case number and the total number of creditors added to the case.

- If there are additional creditor mailing lists to upload for other cases, click **Return to Creditor Maintenance menu** and repeat the process for each case.

- **NOTE:** after uploading, the Creditor Mailing Matrix is available for viewing in CM/ECF via **Utilities > Mailings > Mailing Matrix by Case**, or via **Query > Mailing Matrix by Case**.

28. Automatic Judge/Trustee Assignment (AJTA)

Functionality is available in CM/ECF for attorneys representing debtors to run the **Automatic Judge/Trustee Assignment (AJTA)** module after filing a new bankruptcy case. Running AJTA will allow the attorney to immediately download a mailing matrix from CM/ECF that includes the assigned case trustee (*except for Chapter 7 cases filed in Augusta and Savannah and all Chapter 11 cases*).

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

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

These instructions can also be found on the Court's website at www.gasb.uscourts.gov/cmecf-judgetrustee-assignment.

a. Requirements for Running AJTA

- A petition must be filed in CM/ECF before AJTA can run for that case.

- The same username/login that files the case must run AJTA. Any other username/login attempting to run AJTA for that case will receive an error message.

b. How to Run AJTA

- In CM/ECF, click **Bankruptcy** on the main CM/ECF menu bar.
- Click **Judge/Trustee Assignment**.
- The **341 Judge and Trustee** screen displays. This may take a few minutes; please be patient. A confirmation screen will appear showing the case number(s), judge(s) assigned, trustee(s) assigned, 341 meeting date (*if any*), Confirmation hearing date (*if any*), Docket date (*if any*), and Reasons Skipped (*if any*).
- When the confirmation screen appears, the process is complete.

29. Opening an Involuntary Bankruptcy Case

CM/ECF Docketing Procedure for New Involuntary Petition Official Form 105

Step 1 Click **Bankruptcy > Open Involuntary Case**.

Step 2 **The system will automatically assign a case number at the end of this event.**

- The **Case type** will always be **bk** and cannot be changed.
- The current date will display in the **Date filed** field – this date cannot be modified.
- Select **Chapter 7** or **Chapter 11** from the drop-down list.
- The default value for **Joint Petition** is **n** (*no*) and cannot be changed.
- When the screen is correct, click **Next** to continue.

Step 3 The **Search for an alleged debtor** screen will display.

- To prevent duplicate person records in the database, a search of the records for the alleged debtor by social security number or tax identification number is recommended. The database may be searched by social security number, tax identification number, last name, or business name. If searching by social security number or tax ID number, use hyphens when typing the number (*e.g., 000-00-0000*).

- Click **Search** to continue.

Step 4 If there are no matches, the system will display a **No person found** message.

- If the alleged debtor is already in the database, click it to view the record.

- If the alleged debtor is not already in the database, add the alleged debtor by clicking **Create new party**. The **Alleged Debtor Information** screen will appear (*see **Step 5** below*).

- The name search when creating a new party may find more than one record having the same name entered, as shown above. Click each of the names to view a window showing each party's address and social security number for verification.

Step 5 If the search of the database returns a name, select the name if its spelling is identical to the alleged debtor's name on the petition and has the same social security number; otherwise, click **Create New Party** to add a new person record. The **Alleged Debtor Information** screen will appear.

NOTE: if selecting a party that had already been created in the database, but the address is different than what is listed on the petition, edit the address to match the petition. The name cannot be edited on this screen.

- Enter all the alleged debtor's information in the appropriate fields.

- Do not enter a Phone number, Fax number, or E-mail address for the alleged debtor.

- Do not enter Party text.

- Select the appropriate county for the city in which the alleged debtor lives or does business, NOT the mailing address, if it is different from the physical address. For an individual debtor, the county code should reflect the county of the debtor's residence at the time of filing. For a non-individual debtor, the county code should reflect the county of the entity's home office or a place of its significant business activity. When entering party information, the list of counties is automatically limited to counties within the state entered for the alleged debtor. Use county code 99999 (outside U.S.) when the alleged debtor's residence is outside the United States.

- Some fields will generate a warning message; for example, *"Warning: The Tax ID/EIN is blank"* is a message that is informational only – proceed with opening the case.

Step 6 If the alleged debtor has any aliases listed in Part 2, Item 3 of the petition, click **Alias…** The **Alias Information** screen will appear.

- Up to five (5) alias records will display on the case docket report. Alias Role selections include **aka** (*also known as*), **dba** (*doing business as*), **fdba** (*formerly doing business as*), **fka** (*formerly known as*), and **nka** (*now known as*).

- Enter the alias information in the fields provided and click **Add aliases**.

NOTE: if the alleged debtor has more than 5 aliases, click **Alias…** again and repeat the process as many times as needed until complete. The 341 notice will display only the first 5 aliases entered for the alleged debtor in CM/ECF.

Step 7 The **Alleged Debtor Information** screen will appear again.

- All party information screens, including case opening, contain a **Corporate parent/affiliate…** selection. A business debtor may have a Corporate parent/affiliate if owned or affiliated with other companies.

- If a business debtor has a corporate parent/affiliate, it is important to enter the name in the **Corporate parent/affiliate** field.

- If a **Corporate parent/affiliate** needs to be entered in the case, click **Corporate parent/affiliate…** and see **Step 8** below. If there are no Corporate parents/affiliates, skip to **Step 9** below.

Step 8 The **Search for a corporate parent/affiliate** screen will display.

- Corporate parent/affiliate records reside in a table separate from other party records in the database. This search does not search the database for parties (*debtors, interested parties, defendants, etc*.) or creditors – only corporate parents/affiliates. Enter all or part of the corporate parent/affiliate's name and click **Search**.

- The **Corporate parent/affiliate search results** screen will appear.

- If the search results in a match, the selected name can be added as a Corporate parent/affiliate to the debtor on the case. Highlight the selection and click **Select name from list**.

- If there is no match, click **Create new corporate parent/affiliate**.

- The **Add Corporate parent/affiliate** screen will appear.

- The **Add corporate parent/affiliate** button provides only the Last Name field and presents the opportunity to add more than one record. An additional blank field will be generated after every record added.

- If you select **Cancel corporate parent/affiliate**, the system returns to the **Add Party** screen without adding any corporate parent/affiliate.

- To link the Corporate parent/affiliate record to the debtor, click **Add corporate parent/affiliate**.

Step 9 On the **Alleged Debtor Information** screen:

- Verify the information; at any time, clicking **Review…** on the **Alleged Debtor Information** screen will present a screen summarizing the Attorney, Alias, and Corporate parent/affiliate activity for this debtor.

- Add all attorneys, aliases, and corporate parents/affiliates before clicking **Submit**.

- When you are finished adding the information for the alleged debtor, click **Submit** to continue with case opening. **Note:** you may receive a pop-up warning message regarding any blank fields – check the screen to confirm the information entered is correct and click **OK** to continue past the warning message(s).

Step 10 The **Search for a petitioning creditor** screen will display.

- To prevent duplicate person records in the database, a search of the records for the creditor by social security number or tax identification number is recommended. The database may be searched by social security number, tax identification number, last name, or business name. If searching by social security number or tax ID number, use hyphens when typing the number (*e.g., 000-00-0000*).

- Click **Search** to continue.

Step 11 If there are no matches, the system will display a **No person found** message.

- If the party is already in the database, click it to view the record.

- If the party is not already in the database, add the petitioning creditor by clicking **Create new party**. The **Petitioning Creditor Information** screen will appear.

- The name search when creating a new party may find more than one record having the same name entered, as shown above. Click each of the names to view a window showing each party's address and social security number for verification.

Step 12 If the search of the database returns a name, select the name if its spelling is identical to the petitioning creditor's name on the petition and has the same social security number; otherwise, click **Create New Party** to add a new person record. The **Petitioning Creditor Information** screen will appear.

NOTE: if selecting a party that had already been created in the database, but the address is different than what is listed on the petition, edit the address to match the petition. The name cannot be edited on this screen.

- Enter all the petitioning creditor's information in the appropriate fields.

- Do not enter a Phone number, Fax number, or E-mail address for the petitioning creditor.

- Do not enter Party text.

- Select the appropriate county for the city in which the petitioning creditor lives or does business, NOT the mailing address, if it is different from the physical address.

- Some fields will generate a warning message; for example, *"Warning: The Tax ID/EIN is blank"* is a message that is informational only – proceed with opening the case.

- If applicable, check the box to indicate *the user opening the case is the filing attorney for this party*.

Step 13 If the petitioning creditor has any aliases listed in Part 2, Item 3 of the petition, click **Alias…** The **Alias Information** screen will appear.

- Up to five (5) alias records will display on the case docket report. Alias Role selections include **aka** (*also known as*), **dba** (*doing business as*), **fdba** (*formerly doing business as*), **fka** (*formerly known as*), and **nka** (*now known as*).

- Enter the alias information in the fields provided and click **Add aliases**.

NOTE: if the petitioning creditor has more than 5 aliases, click **Alias…** again and repeat the process as many times as needed until complete. The 341 notice will display only the first 5 aliases entered for the petitioning creditor in CM/ECF.

Step 14 The **Petitioning Creditor Information** screen will appear again.

- All party information screens, including case opening, contain a **Corporate parent/affiliate…** selection. A business may have a Corporate parent/affiliate if owned or affiliated with other companies.

- If a business petitioning creditor has a corporate parent/affiliate, it is important to enter the name in the **Corporate parent/affiliate** field.

- If a **Corporate parent/affiliate** needs to be entered in the case, click **Corporate parent/affiliate…** and see **Step 15** below. If there are no Corporate parents/affiliates, skip to **Step 16** below.

Step 15 The **Search for a corporate parent/affiliate** screen will display.

- Corporate parent/affiliate records reside in a table separate from other party records in the database. This search does not search the database for parties (*debtors, interested parties, defendants, etc.*) or creditors – only corporate parents/affiliates. Enter all or part of the corporate parent/affiliate's name and click **Search**.

- The **Corporate parent/affiliate search results** screen will appear.

- If the search results in a match, the selected name can be added as a Corporate parent/affiliate to the petitioning creditor on the case. Highlight the selection and click **Select name from list**.

- If there is no match, click **Create new corporate parent/affiliate**.

- The **Add Corporate parent/affiliate** screen will appear.

- The **Add corporate parent/affiliate** button provides only the Last Name field and presents the opportunity to add more than one record. An additional blank field will be generated after every record added.

- If you select **Cancel corporate parent/affiliate**, the system returns to the **Add Party** screen without adding any corporate parent/affiliate.

- To link the Corporate parent/affiliate record to the petitioning creditor, click **Add corporate parent/affiliate**.

Step 16 On the **Petitioning Creditor Information** screen:

- Verify the information; at any time, clicking **Review…** on the **Petitioning Creditor Information** screen will present a screen summarizing the Attorney, Alias, and Corporate parent/affiliate activity for this petitioning creditor.

- Add all attorneys, aliases, and corporate parents/affiliates before clicking **Submit**.

- Repeat this process for each petitioning creditor listed on the petition.

- When you are finished adding the information for the petitioning creditor(s), click **Submit** and then **End petitioning creditor selection** to continue with case opening.

Step 17 The system will display a screen confirming the assignment of the **Divisional Office** for this case. The assignment is based on the county of the alleged debtor. Click **Next** to continue.

Step 18 The **Statistical Data** screen will display:

- **Fee status** value defaults to **Paid** and cannot be changed.

- **Nature of debt:** the default value is a null value. A selection is required. Select business or consumer.

- Select **Type of debtor** by clicking the appropriate radio button: Individual, Corporation, Partnership, or Other.
    - When the nature of debt is primarily business, select the appropriate type of governance of the business.
    - If the nature of debt is <u>not</u> primarily business, the type of debtor should be "Individual."
- Select a **Nature of business** by clicking the appropriate radio button: Health Care Business, Single Asset Real Estate, Stockbroker, Commodity Broker, or None of the above/Unknown.
    - When the nature of debt is primarily business, a value must be provided in the **Nature of business** field. This field should be left blank only when the nature of debt is not primarily business.
    - Select "None of the above/Unknown" if the available options do not describe the debtor's type of business.
- Click **Next** to continue.

Step 19 The **Filename/PDF Document Selection** screen will display:

- Click **Browse…** (*or Choose File*) and navigate to the directory where the appropriate PDF file is located and highlight/select the file. Attach PDF files only.
- To make certain the correct PDF file is attached to this entry, right-click the file name and select **Open** to view the contents of the document. Verify that the document is correct and close the file. Click **Open** on the File Upload dialogue box.
- If there are **Attachments to Document**, click **Yes** and proceed as instructed above to add the correct PDF file for each attachment.
- When all attachments have been added click **Next** to continue.

Step 20 The **Filing Fee** screen will appear, showing the amount of filing fee to be paid with the petition. Be sure to follow through with payment immediately after the new petition is filed (*or by close of business*).

- Click **Next** to continue.

- Click **Next** to continue.

Step 21 The **Final Docket Text Editing** screen will appear.

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

Sample Docket Entry:

Chapter 7 Involuntary Petition Against a Non-Individual. Fee Amount $338 Re: Test Debtor Filed by Petitioning Creditor(s): Test Petitioning Creditor (Attorney, John)

- Verify the accuracy of the docket text. This is what will appear on the official court docket sheet and record.

- To abort or restart the transaction before submission, click **Bankruptcy** on the main CM/ECF menu bar. Although this can be done at any time before submitting the docket entry, this is the last opportunity to change the entry.

- **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** to submit.

Step 18 The **Notice of Bankruptcy Case Filing** screen will appear with the assigned bankruptcy case number, as well as a pop-up screen with the summary of current charges due on your account. You can click **Pay Now** or **Continue Filing**. Refer to **Section 22** of this manual regarding Fees and Payments.

- The **Notice of Filing** is the verification that the filing has been sent electronically to the Court's database. It certifies that the petition is now an official court document. Future access to this notice is available as a link from the docket sheet.

- Copies of this notice are immediately emailed to all registered users listed as case participants on the case.

- Clicking the case number hyperlink (17-10032) on the Notice of Bankruptcy Case Filing will allow users to generate a docket report for this case.

- Clicking the Document number hyperlink (1) allow users to view the PDF image of the document just filed, if one is available.

- The Notice of Bankruptcy Case Filing hyperlink appears at the top of the screen. Clicking this link reveals a notice summarizing the pertinent details and participants of this case, which may be used as an official notice of stay and can be saved or printed at the time of filing.

- The Notice of Bankruptcy Case Filing is available for future viewing and printing from the **Query** menu.

- Further access to the Notice of Electronic Filing (*NEF*) is available via the case docket report.

- Attorney users will have access to the Notice of Electronic Filing (*NEF*) at the time of filing.

- A copy of the Notice of Electronic Filing (*NEF*) will be emailed to each registered user listed as a case participant on the case; the following message will display at the top of the notice:

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

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.

30. Filing a Plan, Amended Plan, and/or Objection to Confirmation of Plan

a. Chapter 13 Plan

Pursuant to Fed. R. Bankr. P. 3015.1, the Southern District of Georgia's General Order 2017-3 adopts a local Chapter 13 Plan form in lieu of Official Form 113.

When filing a Chapter 13 Plan, the Court wants to know three things for statistical reporting purposes:

1. Which embedded motions, if any, are included in the plan?

2. How many of each embedded motion are included in the plan?

3. Is a Certificate of Service included with the filing of this plan?

The docket event will provide you with the paragraph number in the plan where these embedded motions are located. Having a copy of the plan in hand during docketing may help you answer the questions more quickly and correctly.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.
- Click **Next**.
- Select **Chapter 13 Plan**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading (*Debtor*).
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Select any of the following requests that are included with the Chapter 13 Plan:

- Request for valuation of secured claim (Para. 4(f))

- Request for assumption/rejection of executory contract and/or unexpired lease (Para. 5)

- Request for lien avoidance (Para. 8)

- NONE – No requests are included.

- Click **Next**.

- If there are any requests included, you will be prompted to enter the total number of the included requests.

- Click **Next**.

- Debtor shall serve the Plan on the Trustee and all creditors, and file a certificate of service accordingly. If Debtor seeks to limit the amount of a secured claim based on valuation of collateral (Para. 4(f)), seeks to avoid a security interest or lien (Para. 8), or seeks to initiate a contested matter, Debtor must serve the Plan on the affected creditors pursuant to FRBP 7004.

  Is there a Certificate of Service showing the correct manner of service attached to the Plan? Select **Yes** or **No** and click **Next** to continue.

- Click **Next**.

- Click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

b. Amended Ch. 13 Plan Before Confirmation

Pursuant to Fed. R. Bankr. P. 3015.1, the Southern District of Georgia's General Order 2017-3 adopts a local Chapter 13 Plan form in lieu of Official Form 113.

When filing an Amended Chapter 13 Plan Before Confirmation, the Court wants to know, for statistical reporting purposes, if any new requests are included in this amended plan that were not included in the previous plan. Having a copy of the amended plan in hand during docketing may help you answer the questions more quickly and correctly.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.
- Click **Next**.
- Select **Amended Ch. 13 Plan Before Conf**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading (*Debtor*).
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Select the appropriate event(s) to which your filing relates and click **Next**.
- Select any requests NOT included in the previous Chapter 13 Plan that are now included in this amended plan:

- Request for valuation of secured claim (Para. 4(f))
- Request for assumption/rejection of executory contract and/or unexpired lease (Para. 5)
- Request for lien avoidance (Para. 8)
- NONE – No requests are included.

- Click **Next**.
- If there are any requests included, you will be prompted to enter the total number of the included requests.
- Click **Next**.
- Debtor shall serve the Plan on the Trustee and all creditors, and file a certificate of service accordingly. If Debtor seeks to limit the amount of a secured claim based on valuation of collateral (Para. 4(f)), seeks to avoid a security interest or lien (Para. 8), or seeks to initiate a contested matter, Debtor must serve the Plan on the affected creditors pursuant to FRBP 7004.

  Is there a Certificate of Service showing the correct manner of service attached to the Plan? Select **Yes** or **No** and click **Next** to continue.
- Click **Next**.
- Click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

c. Modification to Ch. 13 Plan After Confirmation and Notice and Opportunity for Hearing

The Southern District of Georgia's General Order 2017-4 adopts a local Modification to Chapter 13 Plan After Confirmation form.

Refer also to General Order 2022-1 for the negative notice procedure for a Modification to Chapter 13 Plan Confirmation and Notice and Opportunity for Hearing.

The local form for the Notice of Modification of Plan After Confirmation is available on the Court's website at: www.gasb.uscourts.gov/local-forms.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.
- Click **Next**.
- Select **Mod of Plan After Confirmation and Opportunity for Hearing**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Debtor shall serve the modified plan and notice on the Trustee and all creditors, and file a certificate of service accordingly.

  Is there a Certificate of Service attached to this modified plan and notice? Select **Yes** or **No** and click **Next** to continue.

- Enter the **Date the Pleading was Served** (*or will be served*; *date served should match the date on the certificate of service*). The system will automatically calculate the **Response due date** (*21 days after the service date*) after the date the pleading was served is entered. Click **Next** to continue.

- Click **Next**.

- **Is this an Amended Modification of Plan?** Select **Yes** or **No** and click **Next**.

- If you answered *Yes* on the previous screen, a screen displays for you to select the appropriate event(s) to which this amended modification relates. Click **Next**.

- The docket entry text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

d. Chapter 11 Plan

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Plan**.

- Enter the case number.

- Click **Next**.

- Select **Chapter 11 Plan**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading.

- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

e. Chapter 11 Small Business Plan

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.
- Click **Next**.
- Select **Chapter 11 Small Business Plan**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

f. Chapter 11 Subchapter V Plan

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Plan**.

- Enter the case number.

- Click **Next**.

- Select **Chapter 11 Subchapter V Plan**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading.

- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

g. Amended Ch. 11 Plan

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.
- Click **Next**.
- Select **Amended Chapter 11 Plan**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading.

- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Check the appropriate box(es) to relate this amended plan to the previously filed plan and click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

h. Amended Ch. 11 Small Business Plan

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.
- Click **Next**.
- Select **Amended Chapter 11 Small Business Plan**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Check the appropriate box(es) to relate this amended plan to the previously filed plan and click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

i. Amended Ch. 11 Subchapter V Plan

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.
- Click **Next**.
- Select **Amended Chapter 11 Subchapter V Plan**.

- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Check the appropriate box(es) to relate this amended plan to the previously filed plan and click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

j. Chapter 11 Disclosure Statement

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.

- Click **Next**.
- Select **Disclosure Statement**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

k. Chapter 11 Small Business Disclosure Statement

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.

- Click **Next**.
- Select **Disclosure Statement for Small Business (Ch 11)**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

l. Chapter 11 Amended Disclosure Statement

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.

- Click **Next**.
- Select **Amended Disclosure Statement**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Check the appropriate box(es) to relate this amended disclosure statement to the previously filed disclosure statement and click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

m. Chapter 11 Amended Small Business Disclosure Statement

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Plan**.
- Enter the case number.
- Click **Next**.
- Select **Amended Disclosure Statement for Small Business**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Check the appropriate box(es) to relate this amended disclosure statement to the previously filed disclosure statement and click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

n. Chapter 12 Plan

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.
- Click **Next**.
- Select **Chapter 12 Plan**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

o. Amended Ch. 12 Plan

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.
- Click **Next**.
- Select **Amended Chapter 12 Plan**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Check the appropriate box(es) to relate this amended plan to the previously filed plan and click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

p. Objection to Confirmation of Plan

This event may be used to file an objection to a Chapter 13 Plan, Chapter 11 Plan, Chapter 12 Plan, any Amended Plan, or Modification of Chapter 13 Plan After Confirmation.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Plan**.
- Enter the case number.
- Click **Next**.
- Select **Objection to Confirmation of Plan**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an AMENDED objection? Select **Yes** or **No** and click **Next**.

- If applicable, check the appropriate box(es) to **Refer to existing event(s)** and click **Next**.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- If applicable, proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this objection.

q. Objection to Valuation

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Plan**.

- Enter the case number.

- Click **Next**.

- Select **Objection to Valuation**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Is this an AMENDED objection? Select **Yes** or **No** and click **Next**.

- If you answered *Yes* on the previous screen, check the appropriate box(es) to **Refer to existing event(s)** and click **Next**.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- If applicable, proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this objection.

31. Deadlines for Filing Balance of Papers

Please refer to General Order 2015-1. Pursuant to Fed. R. Bankr. P. 1007 schedules and statements shall be filed with the petition or within fourteen (14) days of the filing of the petition. If required schedules and statements are not timely filed, the case may be dismissed with prejudice barring refiling of a petition by the debtor(s) within 180 days.

To request an extension of the deadline to file schedules or provide required information, see the procedure in **Section 32.q** below for docketing a **Motion to Extend Deadline to File Schedules or Provide Required Information**.

32. Filing a Motion/Application

a. Affidavit of Default

The Affidavit should be accompanied by a Certificate of Service and Proposed Order.

A Local Form Order for Order on Affidavit of Default is available on the Court's website at www.gasb.uscourts.gov/local-forms.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select **Affidavit of Default**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an Amended Affidavit of Default? Select **Yes** or **No** and click **Next**.
- Check the appropriate box(es) for the previous Order on the related Motion and/or previous Affidavit of Default and click **Next**.
- Click **Next**.
- Click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy** > **Order Upload** to upload the proposed eOrder for this motion.

b. Motion to Allow/Reclassify/Reconsider Claim(s)

Please note: the proof of claim must be docketed prior to docketing this motion.

The Motion must be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Allow/Reclassify/Reconsider Claim(s)**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Click **Next**.

- Select the related claim(s) for this motion from the list presented. This motion will appear on the Claims Register beneath the claim(s) it is related to. Click **Next**.

- Select the type of motion you are filing from the list presented (*Allow, Reclassify, Reconsider*) and click **Next**.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

c. Amended Motion/Amended Application

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Amended Application** or **Amended Motion**, whichever is appropriate.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Check the appropriate box(es) to relate this filing to the original motion or application and click **Next**.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion/application.

d. Motion to Appear Pro Hac Vice

The requirements for obtaining pro hac vice admission are located at:
https://www.gasb.uscourts.gov/attorney-admission-pro-hac-vice-procedures.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.
- Click **Next**.
- Select **Appear pro hac vice**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an Amended Motion? Select **Yes** or **No** and click **Next**.
- If you answered *Yes* on the previous screen, you will be directed to start over and select the docket event for *Amended Motion*.
- The filing fee screen will appear showing the fee amount due. Be sure to follow through with payment immediately after the new petition is filed (*or by close of business*). Click **Next** to continue.
- Click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

e. Motion to Approve Compromise (all chapters except Ch. 7)

The motion must be accompanied by a Certificate of Service and a Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Compromise (all chapters except ch 7)**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Compromise with whom? Enter the name in the field provided and click **Next**.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

f. Motion to Approve a Loan Modification

The motion must be accompanied by a Certificate of Service and a Proposed Order.

In a Chapter 13 case, refer also to General Order 2010-2 for more information.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Approve Loan Modification**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.

- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an Amended Motion? Select **Yes** or **No** and click **Next**.
- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

g. Motion to Approve Personal Injury or Workers Compensation Settlement

The motion must be accompanied by a Certificate of Service and a Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.

- Select **Settlement**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an AMENDED Motion? Select **Yes** or **No** and click **Next**.
- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

h. Motion to Avoid Lien and Notice and Opportunity for Hearing

The motion must be accompanied by a Certificate of Service and a Proposed Order.

Note: File a separate motion and proposed order for each creditor/lienholder.

In a Chapter 7 or Chapter 13 case, refer to General Order 2022-1 for the negative notice procedure. The local form for a Notice of Motion to Avoid Lien is available on the Court's website at www.gasb.uscourts.gov/local-forms.

There are separate docket events for Motion to Avoid Lien, Motion to Avoid Judicial Lien, Motion to Avoid Lien on Household Goods, and Motion to Avoid Non-Possessory, Non-Purchase Money Lien.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select the applicable event for your motion:
  - **Avoid Judicial Lien (and Notice and Opportunity for Hearing)**
  - **Avoid Lien (and Notice and Opportunity for Hearing)**
  - **Avoid Lien on Household Goods (and Notice and Opportunity for Hearing)**
  - **Avoid Non-Possessory, Non-Purchase Money Lien (and Notice and Opportunity for Hearing)**
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Enter the **name of the lienholder** in the field provided and click **Next**.

- Enter the **Date the Pleading was Served** (*should match the date on your certificate of service*). The system will automatically calculate the **Response due date** (*30 days after the service date*) after the date the pleading was served in entered. Click **Next** to continue.

- Is this an Amended Motion? Select **Yes** or **No** and click **Next**.

- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

i. Motion/Application for Compensation

The motion must be accompanied by a Certificate of Service and a Proposed Order.

A **Professional Fees Awarded Report** is available in CM/ECF under the **Reports** menu.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select **Compensation**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an Amended Application for Compensation? Select **Yes** or **No** and click **Next**.
- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- **PLEASE NOTE:** the filing attorney should check the box for *Filer* on the top half of the fee information screen. The bottom half of the screen should reflect the fee and expense information for the professional to be awarded the compensation. Click **Next** to continue.
- The **fee information** screen will display. Enter the applicant type, dates, and amounts in the appropriate fields. Click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion/application.

j. Motion to Confirm Termination or Absence of Stay

The motion must be accompanied by a Certificate of Service and a Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select **Confirm Termination or Absence of Stay**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

k. Motion for Continued Administration of a Ch. 13 Case

The motion must be accompanied by a Certificate of Service and a Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Continued Administration of Case (Ch 13)**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- **PLEASE NOTE:** A Motion for Continued Administration does NOT exempt the debtor(s) from any discharge requirements such as Financial Management Certification or Certification of Plan Completion. A Motion for Exemption from any discharge requirements must be filed or included with the Motion for Continued Administration. Click **Next** to continue.

- Is this filing a **combined** Motion for Continued Administration with Motion for Exemption from Financial Management Course and/or Motion for Exemption from Certification of Plan Completion? Select **Yes** or **No** and click **Next** to continue.

- If you answered *Yes* on the previous screen, you will be prompted to select the request(s) included in this filing. Click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

l. Motion to Convert Case to Another Chapter

Refer to the Court's fee schedule for the applicable conversion fee.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select the applicable event for this motion to convert:
    - **Convert Case 12 to 11 (No Fee)**
    - **Convert Case 13 to 11**
    - **Convert Case 7 to 11**
    - **Convert Case to 12**
    - **Convert Case to 13**
    - **Convert Case to 7**
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- If you are filing this motion to convert in a Chapter 13 case, the following prompt will appear: *Is this motion filed on behalf of the Chapter 13 Trustee with a request for waiver of the fee due to no existence of funds of the estate?* Select **Yes** or **No** and click **Next** to continue.

- If *No* was selected on the previous screen and/or if the conversion requires a filing fee, you will be prompted next with the filing fee screen. If the party filing the motion is **exempt** from the conversion filing fee under 28 U.S.C. Section 1930, type **EXEMPT** in the receipt field and click **Next** to continue filing; otherwise, leave the receipt field blank and click **Next** to continue filing.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- If applicable, proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

m. Motion to Dismiss Case

Unless filed by the debtor(s), this motion should be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Choose the event applicable to your motion:

    - **Dismiss Case**

    - **Dismiss Case Pursuant to 11 USC 707(a)**

- **Dismiss Case Pursuant to 11 USC 707(b)**
- **Dismiss Case for Failure to File Documents under 521(i)**
- **Dismiss Case for Failure to Make Plan Payments**
- **Dismiss Case under 521(i)(4)**

- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an AMENDED motion? Select **Yes** or **No** and click **Next** to continue.
- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

If applicable, proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

n. Motion to Dismiss One Debtor from a Joint Case

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select **Dismiss One Debtor in Joint Case**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Select which party is being dismissed (*Debtor or Joint Debtor*) and click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- If applicable, proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

o. Motion/Application to Employ Professional(s)

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Employ (all chapters)**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Enter the name of the person to be employed and the type of position (*e.g., Special Counsel, Accountant, etc.*) and click **Next**.

- Is this an AMENDED application/motion? Select **Yes** or **No** and click **Next** to continue.

- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

p. Motion to Expedite Hearing

This motion must be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Expedite Hearing**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- If applicable, check the box to **Refer to existing event(s)** and select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

q. Motion to Extend Deadline to File Schedules or Provide Required Information

This motion must be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.

- Select **Extend Deadline to File Schedules or Provide Required Information**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

r. Motion to Extend Time

This motion must be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select **Extend Time**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Select the type of Motion to Extend from the list provided. Click **Next** to continue.
- If you selected any type of motion from the list on the previous screen other than **OTHER**, you will be prompted with the correct docket event to use for the motion you are filing.
- If applicable, check the box to **Refer to existing event(s)** and select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy** > **Order Upload** to upload the proposed eOrder for this motion.

s. Motion for Hardship Discharge in a Chapter 13 Case

This motion must be accompanied by a Certificate of Service and Proposed Order.

Refer to General Order 2024-1 for the requirements to obtain a hardship discharge.

The required local form for a Chapter 13 Motion for Hardship Discharge is available on the Court's website at www.gasb.uscourts.gov/local-forms.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Hardship Discharge (Ch 12/13)**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- The U S Trustee will be served electronically with this motion. Click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

t. Motion to Reconsider a Court Order (other than a dismissal order)

This motion must be accompanied by a Certificate of Service and Proposed Order.

Please note: If you are moving to reconsider a dismissal/reinstate case, use the docket event located under *Bankruptcy > Motions/Applications > Reconsider Dismissal Order and to Reinstate Case*.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Reconsider**.

- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Are you requesting that a dismissal order be vacated? Select **Yes** or **No** and click **Next** to continue.
- If you answered *Yes* on the previous screen, you will be directed to use the proper docket event for your motion.
- Check the box to **Refer to existing event(s)** and select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

u. Motion to Reconsider Dismissal Order and to Reinstate Case

This motion must be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select **Reconsider Dismissal Order and to Reinstate Case**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an AMENDED motion? Select **Yes** or **No** and click **Next** to continue.
- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

v. Motion to Redact/Amended Motion to Redact

This motion must be accompanied by a Certificate of Service and Proposed Order.

Refer to the Court's fee schedule for the applicable redaction fee.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Redact (Fee Per Case)/Amended Motion to Redact**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.

- Click **Next**.

- PLEASE INCLUDE the redacted document in the attachment(s) to your motion. Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- This document image will be restricted from public view. Click **Next** to proceed.

- The certification must be checked in order to proceed: *I certify that the redacted document attached with this filing is an exact copy of the original with only the personal identifiers redacted*. Click **Next**.

- Check the box to **Refer to existing event(s)** and select the appropriate event(s) to which your filing relates. Click **Next** to continue.

- Is this an Amended Motion to Redact? Select **Yes** or **No** and click **Next**.

- If you selected *Yes* on the previous screen, you will be prompted to relate this entry to the previously filed Motion to Redact. If you selected *No*, you will be prompted with the **filing fee** screen.

- Each affected case is charged a **$28** Redaction Fee. Enter the correct amount due and click **Next**. Be sure to follow through with payment immediately after the motion is filed (*or by close of business*).

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

w. Motion to Redeem Property (and Notice and Opportunity for Hearing)

The motion must be accompanied by a Certificate of Service and a Proposed Order.

In a Chapter 7 or Chapter 13 case, refer to General Order 2022-1 for the negative notice procedure.

The local form for a Notice of Motion to Redeem Personal Property Under Section 722 is available on the Court's website at www.gasb.uscourts.gov/local-forms.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select **Redeem Property (and Notice and Opportunity for Hearing)**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Enter the **Date the Pleading was Served** (*should match the date on your certificate of service*). The system will automatically calculate the **Response due date** (*21 days after the service date*) after the date the pleading was served in entered. Click **Next** to continue.
- Is this an Amended Motion? Select **Yes** or **No** and click **Next**.

- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

x. Motion for Relief from Stay

Refer to the Court's fee schedule for the applicable fee.

Refer to General Order 2017-1 for information regarding an order on Motion for Relief from Stay.

The required local form B-55 for an Order on Motion for Relief from Stay is available on the Court's website at www.gasb.uscourts.gov/local-forms.

Note: Do not combine a Motion for Relief from Stay with a Motion for Relief from Co-Debtor Stay. File as separate motions.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Relief from Stay**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is the Filer a U.S. Government Agency, a Child Support Creditor or Representative with Form B2810 included, or is this a Consented/Agreed Motion? Select **Yes** if applicable; otherwise select **No**.
- If you selected *Yes* on the previous screen, make the appropriate selection from the list presented:
  - Select **No Fee Due CONSENT ORDER** if a consent order is being submitted with this motion.
  - Select **Fee Amount EXEMPT** if you are a child support creditor/representative or filing on behalf of a U.S. Government Agency.

  If you selected *No* on the previous screen, the fee information screen will appear with the fee amount due. Be sure to follow through with payment immediately after the motion is filed (*or by close of business*).

  Click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

- If applicable, proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

y. Motion for Relief from Co-Debtor Stay

The motion must be accompanied by a Certificate of Service.

In a Chapter 13 case, refer to General Order 2022-1 for the negative notice procedure. The local form for a Notice of Motion for Relief from Co-Debtor Stay is available on the Court's website at www.gasb.uscourts.gov/local-forms.

The required local form B-55 for an Order on Motion for Relief from Co-Debtor Stay is available on the Court's website at www.gasb.uscourts.gov/local-forms.

Note: Do not combine a Motion for Relief from Co-Debtor Stay with a Motion for Relief from Stay. File as separate motions.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select **Relief from Co-Debtor Stay**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Unless this motion is filed in a Chapter 12 case, the system will automatically calculate the **Response due date** (*21 days after the file date of this motion*). Click **Next** to continue.

- Is this an Amended Motion? Select **Yes** or **No** and click **Next**.

- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- If applicable, proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

z. Motion for ExParte Relief from Stay

Refer to the Court's fee schedule for the applicable fee.

Refer to Local Bankruptcy Rule 4001-1 for motion requirements.

Note: Do not combine a Motion for Relief from Stay with a Motion for Relief from Co-Debtor Stay. File as separate motions.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.
- Select **ExParte Relief from Stay**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is the Filer a U.S. Government Agency, a Child Support Creditor or Representative with Form B2810 included, or is this a Consented/Agreed Motion? Select **Yes** if applicable; otherwise select **No**.
- If you selected *Yes* on the previous screen, make the appropriate selection from the list presented:
    - Select **No Fee Due CONSENT ORDER** if a consent order is being submitted with this motion.
    - Select **Fee Amount EXEMPT** if you are a child support creditor/representative or filing on behalf of a U.S. Government Agency.

  If you selected *No* on the previous screen, the fee information screen will appear with the fee amount due. Be sure to follow through with payment immediately after the motion is filed (*or by close of business*).

  Click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- If applicable, proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

aa. Motion to Reopen Case

This motion must be accompanied by a Certificate of Service and Proposed Order.

Refer to the Court's fee schedule for the applicable fee.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select the appropriate event for your motion:

    - **Reopen 11 Case**

    - **Reopen 11 Case (Currently Administratively Closed)**

    - **Reopen 12 Case**

    - **Reopen 13 Case**

    - **Reopen 7 Case**

- Click **Next**.

- You will receive a warning message that this case is closed. Click **Next** to proceed.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Click **Next**.
- Is this an Amended Motion? Select **Yes** or **No** and click **Next**.
- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Fed. R. Bankr. P. 5010 provides that a trustee shall not be appointed in a reopened bankruptcy case under Chapter 7, 12, or 13 unless a trustee is necessary to protect the interests of creditors and the debtor or to ensure efficient administration of the case. In most reopened cases, a trustee is not needed because there are no such assets to be administered.

  Be advised that a trustee will not be appointed in reopened bankruptcy cases without specific inclusion of such a request in the motion to reopen and the order on said motion. The order should direct the United States Trustee to appoint a trustee in the reopened case.

  Click **NEXT** to continue.
- **Are you filing the Motion to Reopen for any of the following reasons?**
    - To permit a party to file a complaint to obtain a determination under Rule 4007(b)

  - To permit the debtor to address an alleged violation of the terms of the discharge under 11 USC Section 524

  - To correct an administrative error

  - To redact a record already filed in a case, pursuant to Fed. R. Bankr. P. 9037, if redaction is the only reason for reopening

  Select **Yes** if applicable; otherwise select **No**. Selecting **Yes** will skip the filing fee information screen.

- If you selected *No* on the previous screen, the fee information screen will appear with the applicable fee amount due. Be sure to follow through with payment immediately after the motion is filed (*or by close of business*).

  Click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

bb. Motion to Retain Insurance Proceeds

This motion must be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Retain Insurance Proceeds**.

- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an Amended Motion? Select **Yes** or **No** and click **Next**.
- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

cc. Motion to Sell or Lease Property

This motion must be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select **Sell or Lease Property**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an Amended Motion? Select **Yes** or **No** and click **Next**.
- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- Does this motion seek relief under 11 U.S.C. Section 363(f)? (*i.e., Does this motion seek to sell free and clear of any liens?*) Select **Yes** or **No** and click **Next**.
- If you answered *Yes* on the previous screen, you will be prompted to use the correct docket event for filing a Motion to Sell Free and Clear of Liens.
- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

dd. Motion to Sell Free and Clear of Liens

This motion must be accompanied by a Certificate of Service and Proposed Order.

Refer to the Court's fee schedule for the applicable fee.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Sell Free and Clear of Liens**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Is this an Amended Motion? Select **Yes** or **No** and click **Next**.

- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates and will not receive any prompt for fee payment later in this docketing process. Click **Next** to continue.

- Does this motion seek relief under 11 U.S.C. Section 363(f)? (*i.e., Does this motion seek to sell free and clear of any liens?*) Select **Yes** or **No** and click **Next** to continue.

- If you selected *No* on the previous screen, you will be prompted to file this motion using the appropriate docket event for a Motion to Sell or Lease Property.

- If you selected *Yes* on the previous screen, the fee information screen will appear with the applicable fee amount due. Be sure to follow through with payment immediately after the motion is filed (*or by close of business*).

  Click **Next** to continue.

- Does this motion include a request to defer the fee for filing this motion? Select **Yes** or **No** and click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

ee. Motion to Sever/Split/Bifurcate a Chapter 13 Case

This motion must be accompanied by a Certificate of Service and Proposed Order.

Refer to the Court's fee schedule for the applicable fee.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select **Sever Chapter 13 Case**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- The fee information screen will appear with the applicable fee amount due. Be sure to follow through with payment immediately after the motion is filed (*or by close of business*).

  Click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

ff. Motion to Substitute Attorney

This motion must be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Substitute Attorney**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Enter the name of the attorney being added in the first field and enter the name of the attorney being removed in the second field. Click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

gg. Motion for Turnover of Funds from Ch. 13 Trustee

This motion must be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Turnover of Funds from Trustee**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the Party filing the pleading or *Add/Create New Party*.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Is this an Amended Motion? Select **Yes** or **No** and click **Next**.

- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.

- Click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

hh. Motion to Withdraw as Attorney

This motion must be accompanied by a Certificate of Service and Proposed Order.

Refer to Local Rule 83.7 for requirements.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.
- Select **Withdraw as Attorney**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

ii. Application for Unclaimed Funds

This application must be accompanied by Supporting Documentation, Certificate of Service and Proposed Order.

Refer to the Court's website at www.gasb.uscourts.gov/unclaimed-funds-information for information, forms, and requirements.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Motions/Applications**.
- Enter the case number.
- Click **Next**.
- Select **Unclaimed Funds**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- **This event should only be used to docket the Application, Certificate of Service, and Proposed Order. DO NOT attach any supporting documentation – supporting documentation must be filed separately using the docket event located under *Bankruptcy > Miscellaneous > Unclaimed Funds Supporting Documentation*.** Click **Next** to proceed.
- Is this an Amended Application? Select **Yes** or **No** and click Next to continue.

- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.

- Click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

33. Filing an Answer/Objection/Response

a. Answer to Adversary Complaint

Refer to **Section 36.d** of this manual regarding **Adversary Proceedings** for instructions.

b. Objection to Confirmation of Plan

Refer to **Section 30.p** of this manual regarding **Plans** for instructions.

c. Objection to Valuation

Refer to **Section 30.q** of this manual regarding **Plans** for instructions.

d. Objection to Debtor's Claim of Exemptions

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Miscellaneous**.

- Enter the case number.

- Click **Next**.

- Select **Objection to Debtor(s) Claim of Exemptions**.

- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an Amended Objection? Select **Yes** or **No** and click Next to continue.
- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this objection.

e. Objection to Claim

Refer to **Section 34.h** of this manual regarding **Claim Actions** for instructions.

f. Objection to Transfer of Claim

Refer to **Section 34.i** of this manual regarding **Claim Actions** for instructions.

g. Response to Notice of Final Cure Payment Rule 3002.1

Refer to **Section 34.m** of this manual regarding **Claim Actions** for instructions.

h. Answer/Objection/Response to a Motion or Application

CM/ECF Docketing Procedure

- Click **Bankruptcy (or Adversary)**.
- Select **Answer/Response**…
- Select **Reference an Existing motion/application**
- Enter the case number.
- Click **Next**.
- Select the applicable event for your filing:
    - **Objection**
    - **Reply**
    - **Response**
    - **Response to Motion to Deem Filing as an HSD (Text Only Entry)**
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your PDF document and right-click to open and verify this is the correct PDF.

- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Is this an AMENDED response? Select **Yes** or **No** and click Next to continue.

- Check the box to **refer to existing event(s)** and select the appropriate event(s) to which your filing relates. Click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- If applicable, proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this response.

34. 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 ensure the case is open and query the case deadlines to see if the deadline for filing claims in the case has expired. Locate the creditor by searching the creditor database when filing a claim. Most often a record for the creditor filing the claim already exists in the creditor database.

a. ePOC

The ePOC (*Electronic Proof of Claim*) program is located on the Court's website at www.gasb.uscourts.gov/efiling-claim-file-claim-electronically.

- Click **FILE A PROOF OF CLAIM**.

- Enter 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 understand that, if I file, I must comply with the redaction rules. I have read this notice.*"

- Click **Next**.

- If *Creditor Attorney* 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 and claims register; otherwise, select the radio button for *Creditor not listed* to add the proper creditor name and address.

- If you are adding a new creditor name/address, type the proper address for the creditor, which will display on the claims register and 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. The case file 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. Attached a completed Proof of Claim form will result in multiple versions of the form being added to the claims register.

- **Note:** you will have the option to select redacted files/documents to upload as attachments to this claim once you click the **Submit Claim** 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 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 to the claim number.

b. Amending a Proof of Claim in ePOC

The ePOC (*Electronic Proof of Claim*) program is located on the Court's website at www.gasb.uscourts.gov/efiling-claim-file-claim-electronically.

- Click **FILE A PROOF OF CLAIM**.

- Enter 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 understand that, if I file, I must comply with the redaction rules. I have read this notice*."

- Click **Next**.

- If *Creditor Attorney* 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 and claims register; otherwise, select the radio button for *Creditor not listed* to add the proper creditor name and address.

- **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. The case file 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. Attached a completed Proof of Claim form will result in multiple versions of the form being added to the claims register.

- 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 automatically populate. ***Note** that you should only amend a claim if you are the original claimant or the transferee of the claim*.

- **Note:** you will have the option to select redacted files/documents to upload as attachments to this claim once you click the **Submit Claim** 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 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 to the claim number.

c. Withdrawing a Proof of Claim in ePOC

The ePOC (*Electronic Proof of Claim*) program is located on the Court's website at www.gasb.uscourts.gov/efiling-claim-file-claim-electronically.

- Click **WITHDRAW A PROOF OF CLAIM**.

- Enter 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 understand that, if I file, I must comply with the redaction rules. I have read this notice*."

- 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 as the main document.

- Locate your PDF document and right-click to open.

- Click *Open* 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.

d. CM/ECF Instructions for Filing a Proof of Claim (Official Form 410)

- 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 to display all creditors listed in the case. Select the appropriate creditor, making sure that the creditor's name and address match exactly what is listed on the proof of claim (*click the creditor name to view the information*). If you are unable to locate the proper creditor name and address from the list, click **Add Creditor** to add the creditor to the case. Click **Next**.

- The **Proof of Claim Information** screen will appear.

- In the **Filed By** field, choose the filer type from the drop-down list: **Debtor**, **Attorney**, **Creditor**, or **Trustee**.

- Enter the data from the claim into the appropriate fields, showing the total amount of claim as of the date the case was 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 your 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(s) for the attachment(s). When all attachments have been added click **Next** to continue.

- The following 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. Click the *case number* hyperlink to view the case docket report. Click the *document number* hyperlink to display the PDF image of the claim. Click the *Claims Register* hyperlink to display the claims register.

- To continue filing claims, click **File another claim**. The prior case number you entered will be preserved for further claim entries to the same case. For a new case, enter a new case number and repeat the process above.

e. CM/ECF Instructions for Amending a [Proof of Claim (Official Form 410)]

In CM/ECF, go to **Reports > Claims Register > Run Report**. View a list of claims filed for a case to determine which claim to amend.

To file an amended proof of claim, follow the **CM/ECF Instructions for Filing a Proof of Claim** above. In the **amends claim #** field, enter the number of the claim to amend and click **Find**. Select the claim to be amended. Enter the amended claim information (*amount, etc*.). The amended information will be reflected on the original and the amended claim on the Claims Register.

Note: if the address of the claimant has changed since the original claim was filed, add the new creditor address, and select the claim being amended when clicking on the **Find** button to amend. A screen will appear with the old and the new addresses – click **Continue**.

f. CM/ECF Instructions for Withdrawing a Proof of Claim

- Select **Bankruptcy**.
- Select **Claim Actions**.
- Enter the case number.
- Click **Next**.
- Select **Withdrawal of Claim**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing this withdrawal and click **Next**.
- Select the Party filing this withdrawal or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Select the related Claim(s) from the list presented and click **Next**.
- Select **Withdraw** from the Claim Status list and click **Next**.
- Click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will display.

- **Note:** Withdrawals of Claims will appear on the Claims Register.

g. Creditor Maintenance/Adding a Creditor Address

- Select **Bankruptcy**.

- Select **Creditor Maintenance**.

- Select **Enter individual creditors**.

- Enter the case number.

- Click **Next**.

- Enter the creditor's name and address. The name may be 50 characters. The address may be 5 lines, 40 characters each.

- **Note:** more than one creditor may be entered; separate each creditor with a blank line.

- Select the **Creditor type** from the drop-down list.

- Select the **Yes** or **No** radio button for **Creditor committee**.

- Click **Next**.

- The **total number of creditors entered** will appear, as well as a warning message.

- Click **Submit** to complete.

h. Objection to Claim

The objection must be accompanied by a Certificate of Service and a Proposed Order.

Note: File a separate objection and proposed order for each creditor.

In a Chapter 7, Chapter 11, or Chapter 13 case, refer to General Order 2022-1 for the negative notice procedure. The local form for a Notice of Objection to Claim is available on the Court's website at www.gasb.uscourts.gov/local-forms.

The negative notice procedure does NOT apply to requests for valuation included in a claim objection pursuant to Rule 3012. These requests will be automatically set for hearing.

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Claim Actions**.
- Enter the case number.
- Click **Next**.
- Select **Objection to Claim (and Notice and Opportunity for Hearing).**
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is a request to determine the value of security included with the objection to claim? Select **Yes** or **No** and click **Next**.

- If a request to determine the value of security is not included with the objection, a screen will appear to enter the **Date the Pleading was Served** (*should match the date on your certificate of service*). The system will automatically calculate the **Response due date** (*30 days after the service date*) after the date the pleading was served in entered. Click **Next** to continue.

- Select the claim(s) you are objecting to from the list presented and click **Next** to continue.

- Enter the **name of the claimant** in the field provided and click **Next**.

- Is this an Amended Objection? Select **Yes** or **No** and click **Next**.

- If you answered *Yes* on the previous screen, you will be prompted to select the appropriate event(s) to which your filing relates. Click **Next** to continue.

- The docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- This objection will appear on the claims register below the related claim(s).

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this objection.

i. Objection to Transfer of Claim

CM/ECF Docketing Procedure

- Click **Bankruptcy**.

- Select **Claim Actions**.

- Enter the case number.

- Click **Next**.

- Select **Objection to Transfer of Claim.**

- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the Party filing the pleading or *Add/Create New Party*.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your PDF document and right-click to open and verify this is the correct PDF.
- 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Check the box to **refer to existing event(s)** to select the appropriate event(s) to which your filing relates. Click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the Bankruptcy events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- This objection will appear on the claims register below the related claim(s).
- If applicable, proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this objection.

j. Notice of Mortgage Payment Change

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Claim Actions**.
- Enter the case number.
- Click **Next**.
- Select **Notice of Mortgage Payment Change**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- *Is a Notice of Mortgage Deferment or Forbearance being filed?* Choose **Yes** or **No** and click **Next**. (*If you select Yes, you will be prompted to use the correct docket event for a Notice of Mortgage Deferment or Forbearance*).
- *Is this notice being filed pursuant to Bankruptcy Rule 3002.1(b), where a corresponding Proof of Claim has been filed?* Choose **Yes** or **No** and click **Next**. If you choose Yes, no document number will be assigned to this entry, and you will be prompted to select the related claim(s). If you choose No, a document number will be assigned to this entry.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) 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.
- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- If this entry was linked to a claim, this notice will appear below the related claim on the Claims Register.

k. Notice of Postpetition Mortgage Fees, Expenses and Charges

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Claim Actions**.

- Enter the case number.

- Click **Next**.

- Select **Notice of Postpetition Mortgage Fees, Expenses, and Charges**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.

- **Reminder:** a certificate of service must be included with this filing. Click **Next** to continue.

- *Is this notice being filed pursuant to Bankruptcy Rule 3002.1(b), where a corresponding Proof of Claim has been filed?* Choose **Yes** or **No** and click **Next**. If you choose Yes, no document number will be assigned to this entry, and you will be prompted to select the related claim(s). If you choose No, a document number will be assigned to this entry.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- If this entry was linked to a claim, this notice will appear below the related claim on the Claims Register.

l. Notice of Mortgage Deferment or Forbearance

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Claim Actions**.
- Enter the case number.
- Click **Next**.
- Select **Notice of Mortgage Deferment or Forbearance**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your 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(s) 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**.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

m. Response to Notice of Final Cure Payment Rule 3002.1

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Claim Actions**.

- Enter the case number.

- Click **Next**.

- Select **Response to Notice of Final Cure Payment Rule 3002.1**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- **Reminder:** a certificate of service must be included with this filing. Click **Next** to continue.
- *Is this notice being filed pursuant to Bankruptcy Rule 3002.1(b), where a corresponding Proof of Claim has been filed?* Choose **Yes** or **No** and click **Next**. If you choose Yes, no document number will be assigned to this entry, and you will be prompted to select the related claim(s). If you choose No, a document number will be assigned to this entry.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- If this entry was linked to a claim, this notice will appear below the related claim on the Claims Register.

n. Withdrawal of Rule 3002.1 Document

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Withdrawal of Rule 3002.1 Document**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Select the Filing to which this Withdrawal relates and click **Next**.
- *Is this Withdrawal being filed in regards to Bankruptcy Rule 3002.1(b), where a corresponding Proof of Claim has been filed?* Choose **Yes** or **No** and click **Next**. If you choose Yes, no document number will be assigned to this entry, and you will be prompted to select the related claim(s). If you choose No, a document number will be assigned to this entry.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

35. Miscellaneous Pleadings/Docket Events

a. Amended Certificate of Service

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Certificate of Service/Amended Certificate of Service**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the document and click **Next**.
- Select the party filing the document or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an AMENDED Certificate of Service? Select **Yes** or **No** from the drop-down list and click **Next** to continue.
- Select the appropriate event(s) to which your filing relates and click **Next**.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

b. Amended Schedules/Statements

Refer to Local Bankruptcy Rule 1009-1.

Refer to the Court's fee schedule for the applicable fee.

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Miscellaneous**.

- Enter the case number.

- Click **Next**.

- Select **Amended Schedules/Statements**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the document and click **Next**.

- Select the party filing the document or click **Add/Create New Party**.

- Click **Next**.

- Are you filing Amended Schedules? Select **Yes** or **No** and click **Next** to continue.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Select all amended items being filed. *Note that Amended Schedules D and E/F may incur a fee*. Click **Next** to continue.

- Amendments to **Schedules A/B, D, E/F, I, and J** require that you update schedule amounts. Please complete the information on the next screens, if applicable, using **exact** dollar amounts (*for example: 386.75 or 100,026.00*). Enter the new totals, not just the amounts being added, for amended schedules. Click **Next** to continue.

- If you are amending **Schedules D and/or E/F**, check the applicable box(es) to indicate the action(s) being taken in the amended schedules. Click **Next** to continue.

- If you are adding creditors to the case, add them on the next screen or after submission of this docket entry by uploading a .txt file within the Creditor Maintenance menu. Click **Next** to continue.

- Click **Next**.

- Are amendments being filed due to conversion of a Chapter 7 case? Select **Yes** or **No** and click **Next** to continue.

- If applicable, the filing fee information screen will appear with the amount due. Click **Next** to continue.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

c. Appearance of a Child Support Creditor or Representative Form B2810

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Appearance of Child Support Creditor or Representative**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the document and click **Next**.
- Select the party filing the document or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- If applicable, check the box to **refer to existing event(s)** and click **Next**. Select the appropriate event(s) to which your filing relates and click **Next**.
- Click **Next**.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

d. Balance of Schedules/Statements Due in a New Case

Refer also to [General Order 2015-1].

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select the appropriate schedules/statements (*A/B, C, D, Statement of Financial Affairs, etc*.) Hold down the **CTRL** key to select more than one event, if necessary. If you are filing **all** Schedules A/B – J, you may use the event **Schedules A/B-J**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the document and click **Next**.
- Select the party filing the document or click **Add/Create New Party**.
- Click **Next**.
- Are the schedules being amended? If you are filing original schedule(s) after the petition has been filed, select **No**. If filing amended schedule(s), select **Yes**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- If filing **Schedule A/B**, a statement will appear: *Schedule A/B (Form 106A/B) is Required for any cases filed after December 1, 2015*. Click **Next**. A screen prompt will also appear for you to enter real and personal property amounts from the schedule. Enter the amounts in the fields provided and click **Next**.

- If filing **Schedule D**, a screen prompt will appear for you to enter the secured claims total. Enter the amounts in the fields provided and click **Next**.

- If you are adding creditors to the schedules, you must add them to the case on the screen when prompted. Leave a space between multiple addresses. Click **Next**.

- If filing **Schedule E/F**, a statement will appear: *Schedule E/F (Form 106E/F) is Required for any cases filed after December 1, 2015*. Click **Next**. A screen prompt will also appear for you to enter priority unsecured claims and nonpriority unsecured claims amounts from the schedule. Enter the amounts in the fields provided and click **Next**.

- Click **Next**.

- If filing **Schedule I**, a screen prompt will appear for you to enter average income from individual debtor(s) from the schedule. Enter the amount in the field provided and click **Next**.

- If filing **Schedule J**, a screen prompt will appear for you to enter expenditures of debtor(s) from the schedule. Enter the amount in the field provided and click **Next**.

- You may also receive a prompt to enter amounts from the **Summary of Assets and Liabilities and Certain Statistical Information**. Enter the amounts in the fields provided and click **Next**.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

e. Ballot (Chapter 11)

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Ballot (Ch 11)**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the ballot and click **Next**.
- Select the party filing the ballot or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- *Do you Accept or Reject the Plan?* Select the **ACCEPT** or **REJECT** radio button 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 your ballot relates and click **Next**.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

f. Certificate of Service for Rule 3002.1 Events

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Certificate of Service (Use Only for Rule 3002.1 Events)**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the document and click **Next**.
- Select the party filing the document or click **Add/Create New Party**.
- Click **Next**.
- *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.
- Click **Next**.
- *Has a corresponding Proof of Claim been filed in this case?* Select **Yes** or **No** and click **Next**. If you choose Yes, no document number will be assigned to this entry, and you will be prompted to select the related claim(s). If you choose No, a document number will be assigned to this entry.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Select the filing to which this Certificate of Service relates from the radio buttons provided and click **Next**.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

g. Certification of Plan Completion and Request for Discharge – Chapter 13

Refer to General Order 2024-1 for discharge requirements.

The required form for a Debtor Certification of Plan Completion and Request for Discharge Ch. 13 is available on the Court's website at www.gasb.uscourts.gov/local-forms.

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Miscellaneous**.

- Enter the case number.

- Click **Next**.

- Select **Certification of Plan Completion and Request for Discharge (Ch 13)**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the document and click **Next**.

- Select the party filing the document or click **Add/Create New Party**.

- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Click **Next**.
- Is this an AMENDED certification? Select **Yes** or **No** and click **Next**.
- If applicable, check the box to **refer to existing event(s)** and click **Next**. Select the appropriate event(s) to which your filing relates and click **Next**.
- The U.S. Trustee will be served electronically with this certification. Click **Next** to continue.
- The system will automatically calculate an objection deadline.
- Click **Next**.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

h. Change of Address

A local form for Notice of Change of Address is available on the Court's website at www.gasb.uscourts.gov/local-forms.

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Notice of Change of Address**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Click **Next**.
- *Is this notice being filed in lieu of a transfer of claim pursuant to Bankruptcy Rule 3001(e)?* Select **Yes** or **No** and click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- In the text box provided, enter the name of the party or parties whose address is changing. Click **Next**.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

i. Financial Management Course Certificate

Please note: an approved debtor education provider may file the certificate directly with the Court using the electronic financial management course certificate filing program (*eFinCert*). Visit the Court's website at www.gasb.uscourts.gov/efincert for more information.

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Financial Management Course Certificate**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) 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 your filing relates and click **Next**.

- In a joint case, a screen prompt will appear – **This Certificate is Being Filed on Behalf of:** Select the applicable radio button and click **Next**.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

j. Notice of Appearance and Request for Notice

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Miscellaneous**.

- Enter the case number.

- Click **Next**.

- Select **Notice of Appearance and Request for Notice**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your 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(s) 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 your filing relates and click **Next**.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

k. Notice of Substantial Consummation in a Chapter 11 Subchapter V Case

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Miscellaneous**.

- Enter the case number.

- Click **Next**.

- Select **Notice of Substantial Consummation (Ch 11)**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Select the appropriate event(s) to which your filing relates and click **Next**.
- Click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

l. Pre-Status Conference Report for a Chapter 11 Subchapter V Case

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Pre-Status Conference Report**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your 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(s) 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 your filing relates and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

m. Reaffirmation Agreement with Representation of Debtor by an Attorney

Official Form 427 – Cover Sheet for Reaffirmation Agreement is available on the U.S. Courts website at www.uscourts.gov/forms/bankruptcy-forms/cover-sheet-reaffirmation-agreement.

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Miscellaneous**.

- Enter the case number.

- Click **Next**.

- Select **Reaffirmation Agreement**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) 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 your filing relates and click **Next**.
- In the text box provided, enter the Creditor name in this reaffirmation agreement and click **Next**.
- Does this agreement include a signed Certification by Attorney for the Debtor? Select **Yes** or **No** and click **Next**.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

n. Request re: Debtor Electronic Noticing (DeBN)

Refer to the DeBN information on the Court's website at www.gasb.uscourts.gov/debtor-electronic-bankruptcy-noticing-debn.

The local form for a Debtor Electronic Noticing Request is available on the Court's website at www.gasb.uscourts.gov/local-forms.

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Debtor Electronic Noticing (DeBN)**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- This event is to be used only for electronic noticing requests from debtors. A separate form must be filed for each debtor in a joint case. Click **Next** to continue.
- Select the applicable radio button for the action you are requesting and click **Next**.
- Click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

o. Suggestion of Death of a Debtor

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Suggestion of Death**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Enter the name of the deceased individual in the field provided and click **Next**.
- Click **Next**.
- Is continued administration of the case after death of the debtor desired? Select **Yes** or **No** and click **Next** to continue.

- If *Yes* was selected on the previous screen, a message will appear: ***PLEASE NOTE:*** *This event alone may not waive the filing requirements for receiving a discharge. A Motion for Continued Administration, Motion for Exemption from Financial Management Course, and/or Motion for Exemption from Certification of Plan Completion must be subsequently filed in this case.*

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

p. Withdrawal of Change of Address

A local form for filing a Withdrawal is available on the Court's website at www.gasb.uscourts.gov/local-forms.

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Miscellaneous**.

- Enter the case number.

- Click **Next**.

- Select **Withdrawal**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your 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(s) 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 filing relates and click **Next**.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

q. Withdrawal of Notice of Appearance

A local form for filing a Withdrawal is available on the Court's website at www.gasb.uscourts.gov/local-forms.

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Miscellaneous**.

- Enter the case number.

- Click **Next**.

- Select **Withdrawal**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) 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 filing relates and click **Next**.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

r. Withdrawal of Pleading

A local form for filing a Withdrawal is available on the Court's website at www.gasb.uscourts.gov/local-forms.

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Miscellaneous**.
- Enter the case number.
- Click **Next**.
- Select **Withdrawal**.
- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) 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 filing relates and click **Next**.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

36. Adversary Proceedings

a. Opening a New Adversary Proceeding in CM/ECF

Refer to the Court's fee schedule for the applicable adversary fee.

CM/ECF Docketing Procedure

- Select **Adversary**.
- Select **Open AP Case**.

- The system will automatically assign a case number at the end of this event.
- The **Case type** defaults to **ap** and cannot be changed.
- The **Date filed** defaults to today's date and cannot be changed.
- For **Complaint**, choose **y** from the drop-down list.
- Click **Next.**
- Enter the lead bankruptcy case number associated with this adversary complaint. Choose **Adversary** from the drop-down list for the **Association type**.
- Click **Next**.
- The case is assigned to the appropriate division based on the lead bankruptcy case number and cannot be changed. Click **Next** to continue.
- **Search for a plaintiff** by entering the social security number, tax ID number, or last name of the plaintiff in the complaint. Click **Search**.
- Select the name from the list or *Create new party*. If the plaintiff's name is already in the database, it must be an exact match of the plaintiff's name in the complaint – if not an exact match, add a new party record for the plaintiff.
- On the **Plaintiff information** screen, enter the complete name and address for the plaintiff.
- Select the Plaintiff's **role in the bankruptcy case**: Creditor, Debtor, Other/Not Applicable, Trustee, U.S. Trustee/Bankruptcy Administrator.
- If applicable, click **Add additional attorney** to enter any additional attorneys representing the plaintiff.
- If applicable, click **Alias** to add any aliases for the plaintiff.
- If applicable, click **Corporate parent/affiliate** to enter any corporate parents/affiliates of the plaintiff.
- Click **Review** to ensure that all information entered for the plaintiff and attorney is correct.
- Click **Submit**.

- If there are multiple plaintiffs in the complaint, repeat the steps above until all plaintiffs have been added, then click **End Plaintiff selection** to continue with adversary case opening.

- **Search for a defendant** by entering the social security number, tax ID number, or last name of the defendant in the complaint. Click **Search**.

- Select the name from the list or *Create new party*. If the defendant's name is already in the database, it must be an exact match of the defendant's name in the complaint; if not an exact match, add a new party record for the defendant.

- On the **Defendant information** screen, enter the complete name and address of the defendant.

- Select the defendant's **role in the bankruptcy case**: Creditor, Debtor, Other/Not Applicable, Trustee, U.S. Trustee/Bankruptcy Administrator.

- If applicable, click **Add additional attorney** to enter any additional attorneys representing the defendant.

- If applicable, click **Alias** to add any aliases for the defendant.

- If applicable, click **Corporate parent/affiliate** to enter any corporate parents/affiliates for the defendant.

- Click **Review** to ensure all information entered for the defendant is correct.

- Click **Submit**.

- If there are multiple defendants in the complaint, repeat the steps above until all defendants have been added, then click **End defendant selection** to continue with adversary case opening.

- Select the applicable **Party code** from the drop-down list:

    - 1 – U.S. is a Plaintiff

    - 2 – U.S. is a Defendant

    - 3 – U.S. not a Party

- For **Rule 23 (class action)**, choose **y** or **n** from the drop-down list.

- For **Jury Demand**, choose from the drop-down list:

- Both
- Defendant
- None
- Plaintiff

- For **Demand**, enter the amount of the demand, if any, in the number of thousands (*for example, a demand of $1,000 should be entered as 1*).
- For **State law**, choose **n**, **u**, or **y** from the drop-down list.
- Select the **Primary nature of suit** and select any applicable additional natures of suit from the drop-down list.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- The **fee information** screen appears next. If the plaintiff is the United States, Debtor (*except a Chapter 11 Debtor in Possession*), or a Child Support Creditor/Representative, type EXEMPT in the receipt field. If the plaintiff is the case trustee and a Request to Defer Fee will be filed, type DEFERRED in the receipt field. Otherwise, leave the receipt field blank and click **Next** to continue.
- Click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Adversary** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear. The docket entry will appear on the docket report for both the adversary proceeding and the associated bankruptcy case.

b. Local Rule 7.1.1 Disclosure Statement

Refer to Local Rule 7.1.1 for more information.

A local form for filing a LR 7.1.1 Disclosure Statement is available on the Court's website at www.gasb.uscourts.gov/local-forms.

CM/ECF Docketing Procedure

- Select **Adversary**.
- Select **Miscellaneous**.
- Enter the adversary case number.
- Click **Next**.
- Select **Disclosure Statement pursuant to LR 7.1.1**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) 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**.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Adversary** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

c. Amended Complaint

CM/ECF Docketing Procedure

- Select **Adversary**.

- Select **Complaint & Summons**.

- Enter the adversary case number.

- Click **Next**.

- Select **Amended Complaint**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.

- Select the party that this filing is **against** or **Add/Create New Party**. Click **Next** to continue.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Select the appropriate event(s) to which your event relates and click **Next**.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Adversary** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

d. Answer to Complaint

CM/ECF Docketing Procedure

- Select **Adversary**.

- Select **Answers**.

- Select **Complaint, 3rd, cross, counter**.

- Enter the adversary case number.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.

- Select the appropriate event(s) to which your event relates and click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Check the box(es) for any of the following that apply; if none apply, leave them all un-checked:

    - Does this filing include a **third-party complaint**?

    - Does this filing include a **cross-claim**?

    - Does this filing include a **counterclaim**?

  Click **Next** to continue.

- If any of the boxes were checked on the previous screen, you will be prompted to select the party or parties that this filing is against. Click **Next** to continue.

- Is this an AMENDED answer? 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 filing relates and click **Next**.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Adversary** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

e. Rule 26(f) Report

A local form for filing a Rule 26(f) Report is available on the Court's website at www.gasb.uscourts.gov/local-forms.

CM/ECF Docketing Procedure

- Select **Adversary**.

- Select **Miscellaneous**.

- Enter the adversary case number.
- Click **Next**.
- Select **Rule 26(f) Report**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this an AMENDED report? 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 your filing relates and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Adversary** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

f. Request to Reissue Summons

CM/ECF Docketing Procedure

- Select **Adversary**.

- Select **Miscellaneous**.
- Enter the adversary case number.
- Click **Next**.
- Select **Request to Reissue Summons**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) 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**. If checked, select the appropriate event(s) to which your filing relates and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Adversary** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

g. Bill of Costs

This event requires use of Director's Form B2630.

CM/ECF Docketing Procedure

- Select **Adversary**.
- Select **Miscellaneous**.
- Enter the adversary case number.
- Click **Next**.
- Select **Bill of Costs (Adversary)**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- This event requires the use of Form B2630. On the next screen, attach your completed form. Click **Next** to continue.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Select the appropriate event(s) to which your filing relates and click **Next**.
- The system automatically calculates an *Objection due date*. Click **Next** to continue.
- Click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Adversary** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

h. Proposed Pre-Trial Order

Instructions for Consolidated Pre-Trial Orders are attached to the Scheduling Order entered in the adversary proceeding. All Proposed Pre-Trial Orders shall include a complete case caption including case number.

CM/ECF Docketing Procedure

- Select **Adversary**.
- Select **Miscellaneous**.
- Enter the adversary case number.
- Click **Next**.
- Select **Proposed Pre-Trial Order**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) 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**. If checked, select the appropriate event(s) to which your filing relates and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Adversary** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Adversary > Order Upload** to upload the proposed eOrder.

i. Motion for Clerk's Entry of Default

The motion must be accompanied by a Certificate of Service.

CM/ECF Docketing Procedure

- Select **Adversary**.

- Select **Motions**.

- Enter the adversary case number.

- Click **Next**.

- Select **Entry of Default**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your 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(s) 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**. If checked, select the appropriate event(s) to which your filing relates and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Adversary** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

j. Motion for Default Judgment

The motion must be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Select **Adversary**.
- Select **Motions**.
- Enter the adversary case number.
- Click **Next**.
- Select **Default Judgment**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Adversary** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Adversary > Order Upload** to upload the proposed eOrder for this motion.

k. Voluntary Dismissal of an Adversary Complaint by the Plaintiff(s)

The dismissal must be accompanied by a Certificate of Service.

CM/ECF Docketing Procedure

- Select **Adversary**.

- Select **Miscellaneous**.

- Enter the adversary case number.

- Click **Next**.

- Select **Dismissal of Complaint (Voluntary)**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Is this a complaint related to 11 U.S.C. Section 727? Select **Yes** or **No** and click **Next** to continue.
- If applicable, check the box to **refer to existing event(s)** and click **Next**. If checked, select the appropriate event(s) to which your filing relates and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Adversary** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

37. Filing an Appeal

a. Notice of Appeal Official Form B417A

Refer to the Court's fee schedule for the applicable fee for filing an appeal.

CM/ECF Docketing Procedure

- Select **Bankruptcy (or Adversary)**.
- Select **Appeal**.
- Enter the case number.
- Click **Next**.
- Select **Notice of Appeal**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Select the appropriate event(s) to which your filing relates and click **Next**.
- The system will automatically calculate the *Appellant Designation due date*. The **filing fee amount due** also appears on this screen. Click **Next** to continue.
- Is this Notice of Appeal being Amended? Select **Yes** or **No** and click **Next**.
- If this is not an amended Notice of Appeal, the next screen will display the fee due. Click **Next**.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

b. Appellant's Designation of Contents for Inclusion in the Record on Appeal

CM/ECF Docketing Procedure

- Select **Bankruptcy (or Adversary)**.
- Select **Appeal**.

- Enter the case number.
- Click **Next**.
- Select **Appellant Designation**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- The system will automatically calculate the *Appellee Designation due date* and the *Transmission to District Court due date*. Select the appropriate event(s) to which your filing relates and click **Next**.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

c. Appellee's Designation of Contents for Inclusion in the Record on Appeal

CM/ECF Docketing Procedure

- Select **Bankruptcy (or Adversary)**.
- Select **Appeal**.
- Enter the case number.
- Click **Next**.
- Select **Appellee Designation**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Select the appropriate event(s) to which your filing relates and click **Next**.
- Click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.

d. Cross-Appeal

Refer to the Court's fee schedule for the applicable fee for filing a cross-appeal.

CM/ECF Docketing Procedure

- Select **Bankruptcy (or Adversary)**.
- Select **Appeal**.
- Enter the case number.
- Click **Next**.
- Select **Cross Appeal**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- The fee amount due appears on this screen. Select the appropriate event(s) to which your filing relates and click **Next**.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

e. Statement of Issues on Appeal

CM/ECF Docketing Procedure

- Select **Bankruptcy (or Adversary)**.
- Select **Appeal**.
- Enter the case number.
- Click **Next**.
- Select **Statement of Issues on Appeal**.
- Click **Next**.
- If joint filing with other attorney(s), check the box. Click **Next** to continue.
- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.
- Select the appropriate event(s) to which your filing relates and click **Next**.
- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

f. Request for Transcript re: Appeal

CM/ECF Docketing Procedure

- Select **Bankruptcy (or Adversary)**.

- Select **Appeal**.

- Enter the case number.

- Click **Next**.

- Select **Request for Transcript re: Appeal**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- Select a due date for the transcript and click **Next**.

- Select the appropriate event(s) to which your filing relates and click **Next**.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

g. Motion for Leave to Appeal

This motion must be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Select **Bankruptcy (or Adversary)**.

- Select **Appeal**.

- Enter the case number.

- Click **Next**.

- Select **Leave to Appeal**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.

- Select the party filing the pleading or click **Add/Create New Party**.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button.

- Locate your 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(s) for the attachment(s). When all attachments have been added, click **Next** to continue.

- The system will automatically calculate a *Response due date*. Click **Next** to continue.

- Check the box to **refer to existing event(s)** and click **Next**.

- Select the appropriate event(s) to which your filing relates and click **Next**.

- A docket text screen appears – modify as appropriate and click **Next**.

- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.

- The Notice of Electronic Filing (*NEF*) screen will appear.

- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

h. Motion to Stay Pending Appeal

This motion must be accompanied by a Certificate of Service and Proposed Order.

CM/ECF Docketing Procedure

- Select **Bankruptcy (or Adversary)**.

- Select **Motions/Applications**.

- Enter the case number.

- Click **Next**.

- Select **Stay Pending Appeal**.

- Click **Next**.

- If joint filing with other attorney(s), check the box. Click **Next** to continue.

- Select any additional attorney(s) filing the pleading and click **Next**.
- Select the party filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button.
- Locate your 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(s) 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 filing relates and click **Next**.
- A docket text screen appears – modify as appropriate and click **Next**.
- The Final Docket Text appears. Click **Next** ONLY if the docket entry is correct. If incorrect, click the Back button on your browser to make the correction, or abort/restart the transaction by clicking the **Bankruptcy** events link on the main CM/ECF menu bar.
- The Notice of Electronic Filing (*NEF*) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed eOrder for this motion.

38. Transcript/Audio Requests

The U.S. Bankruptcy Court for the Southern District of Georgia digitally records proceedings. Written transcripts of these proceedings are made only when ordered. Such transcripts are filed with the Court and available for public viewing via CM/ECF. In accordance with Judicial Conference policy and Fed. R. Bankr. P. 9037, any person about whom private information is disclosed in a proceeding may request redaction of such information before a transcript is filed electronically. Please visit the Court's website at www.gasb.uscourts.gov/transcriptaudio-requests for filing requirements and forms.

Appendix A: Glossary of CM/ECF Terms

Adobe Acrobat	Application used almost universally to create and view PDF documents. Adobe created the PDF format.
Attachment	An additional supporting document filed electronically with a pleading. Exhibits and proposed orders are examples of common attachments to motions and applications.
Automatic E-Mail Notification	A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.
Browse	A Windows operation of navigating through directories 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 HTML (*hypertext markup language*) documents delivered from web servers.
Category	In CM/ECF, a classification of similar document types. Category selections appear as hypertext links in the **Bankruptcy** and **Adversary** menus.
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 (*WBT*).
Check Box	A control object a user can click to include choices from a presented list. Check boxes are designed so that users can choose one or more items from the list.
CM/ECF	Case Management/Electronic Case Filing – the current application for filing cases and documents electronically.

Default	A common suggested value displayed in CM/ECF. Many fields in CM/ECF have common values suggested; if correct, users may accept them, or if incorrect, may type over them.
Document Type	In CM/ECF, a specific event with similar characteristics within a case which behaves uniquely from other document types.
Drop-Down List	Drop-down lists are used throughout CM/ECF for making selections. When you see an option you wish to select, click it to highlight it. To make multiple selections, hold the **CTRL** (*control*) key down and make second, third, etc. selections.
Hypertext (HTML) Link	A URL embedded in an HTML (*hypertext markup language*) document, most often underlined. It permits a user to move from one area (*or topic*) to another in a web-based program.
MR	A software modification request – the format used in the courts by users to request changes in the CM/ECF 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*) SharePoint site.
Notice of Bankruptcy Case Filing	A CM/ECF document that is generated at case opening with all substantive information of the case. The Entry Date of the case 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.
PDF	Portable Document Format: a type of imaged document created typically in Adobe Acrobat. Each document is secured with a unique encrypted key. All documents in CM/ECF must be in PDF format, except for the creditor mailing 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 only choose one item from the presented list.
URL	Universal Resource Locator – URLs are the naming scheme used to find web pages. The URL for the Georgia Southern Bankruptcy Court is https://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

State/Possession	Abbreviation
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

Primary Street Suffix Name	Postal Service Standard Suffix Abbreviation
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

Primary Street Suffix Name	Postal Service Standard Suffix Abbreviation
HOLLOW	HOLW
ISLAND	IS
ISLANDS	ISS
JUNCTION	JCT
LAKE	LK
LANDING	LNDG
LANE	LN
MEADOWS	MDWS
MILLS	MLS
MOUNT	MT
MOUNTAIN	MTN
OVERPASS	OPAS
PARK	PARK
PARKWAY	PKWY
PLACE	PL
PLAINS	PLNS
PLAZA	PLZ
POINT	PT
PORT	PRT
PRAIRIE	PR
ROAD	RD
ROUTE	RTE
SPRING	SPG
SQUARE	SQ
STATION	STA
STREET	ST
SUMMIT	SMT
TERRACE	TER
TRAIL	TRL
VALLEY	VLY
VILLAGE	VLG

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

Description	Abbreviation
Unit	UNIT
Upper	UPPR