CM/ECF Manual

for Limited Users

United States Bankruptcy Court
Southern District of Georgia

www.gasb.uscourts.gov

Updated July 2026

Table of Contents

1. Introduction 5
2. Technical Requirements 5
3. CM/ECF Operations Help Desk 6
   a. Training 6
   b. Report a Technical Issue with CM/ECF 6
4. PACER Registration 7
   a. Login and Password 7
   b. Multifactor Authentication 7
   c. Firm Billing Account/PACER Administrative Account (PAA) 7
   d. Free Look 7
   e. Public Access at the Court 8
5. CM/ECF Registration 8
6. Preparing for Electronic Filing 8
   a. Clearing the Browser Cache 8
   b. Allowing Pop-Ups 9
   c. Manual Transmission of Documents 9
7. Information Regarding E-Government Act Privacy Requirements 10
8. Scanning/Converting Documents to PDF 10
   a. PDF-related Functionality for Public Users 10
   b. Document Considerations 11
   c. Scanning Guidelines 11
9. Style Guidelines 12
10. Accessing CM/ECF 15
11. Navigating CM/ECF 16
12. Case Query 17
13. Case Flags 17
14. Understanding the Notice of Electronic Filing (NEF) 18
15. Reports 18
   a. Cases 19
   b. Claims Register 19

c. Claims Activity 20
d. Docket Report 21
16. Utilities 22
a. Maintain Your ECF Account 22
b. View Your Transaction Log 23
c. E-Mail Notification 23
d. Your PACER Account 25
17. Documents Filed in Error 26
a. Most Common Errors 26
b. Deficiency Notices 26
c. Corrective Entries 26
18. Dos and Don'ts 27
19. Fees and Payments 28
a. Fee Policy 28
b. Email Notice for Outstanding Fees 28
c. How to Pay an Outstanding Fee 28
d. How to Create a Fee 30
e. Deferred/Exempt/Waived Fees 31
f. Alternate Forms of Payment 31
g. Help re: Fees 31
20. Court Calendar 32
a. Exhibits 32
21. Orders 33
a. Upload a Proposed Order via CM/ECF eOrders Module 33
b. Entry of Orders 33
22. Filing a Proof of Claim/Claim Actions 33
a. ePOC 33
b. Amending a Proof of Claim in ePOC 35
c. Withdrawing a Proof of Claim in ePOC 36
d. CM/ECF Instructions for Filing a Proof of Claim (Official Form 410) 37
e. CM/ECF Instructions for Amending a Proof of Claim (Official Form 410) 38
f. CM/ECF Instructions for Withdrawing a Proof of Claim 39

g. Creditor Maintenance/Adding a Creditor Address....40
h. Objection to Transfer of Claim....41
i. Proof of Claim Attachment 3001(c)(1) and (d)....43
j. Satisfaction of Claim....44
k. Transfer/Assignment of Claim (Form 2100A)....45
l. Withdrawal of Transfer of Claim....48
23. Bankruptcy Rule 3002.1 - Related Events....49
a. Notice of Mortgage Payment Change....49
b. Notice of Postpetition Mortgage Fees, Expenses, and Charges....51
c. Response to Motion to Determine the Status of the Mortgage Claim....52
d. Response to Trustee's Notice of Payments/Disbursements Made....54
e. Response to Motion to Determine Final Cure and Payment of the Mortgage Claim....56
f. Certificate of Service for Rule 3002.1 Document....58
g. Withdrawal of Rule 3002.1 Document....59
24. Miscellaneous Pleadings/Docket Events....61
a. Amended Certificate of Service....61
b. Appearance of Child Support Creditor or Representative....63
c. Ballot (Chapter 11)....64
d. Change of Address....66
e. Motion to Redact (Fee Per Case)/Amended Motion to Redact....67
f. Notice of Appearance and Request for Notice....69
g. Reaffirmation Agreement with Representation of Debtor by an Attorney....71
h. Reaffirmation Agreement with No Representation of Debtor by an Attorney....72
i. Withdrawal of Change of Address....74
j. Withdrawal of Pleading/Document....76
25. Transcript/Audio Requests....77
Appendix A: Glossary of CM/ECF Terms....78
Appendix B: Common Abbreviations and Designations....80

1. Introduction

This manual is designed to assist users with limited 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 1.9*) was tested with Firefox 139.0.1-143.0.4, Edge 138.0.3351.121-141.0.3537.85, Chrome 138.0.7204.184-141.0.7390.77, and Safari 15.6-26.0. Release 1.9 was also tested with iOS 18.6-26.0 for iPhone 13, iPadOS 18.6-18.7 for iPad (2) 7th Gen, and 7.0 Nougat for ASUS ZenPad 10.

- 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

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

During Regular Business Hours

Contact the Court:

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

After Hours/Holidays/Weekends

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 must have his/her own PACER account.

b. Multifactor Authentication

Multifactor authentication (MFA) provides an added layer of security that helps protect users from cyberattacks that steal passwords. PACER users with filing and all other types of CM/ECF-level access are required to enroll in MFA; however, public users must enroll in MFA only when they are prompted.

For more information, visit PACER's MFA Tips and Resources page at:

https://pacer.uscourts.gov/announcements/2025/09/16/mfa-tips-and-resources.

c. 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

d. 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.

e. 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.

6. 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 users may have to modify the pop-up blocker to allow pop-ups from the Court or disable the pop-up blocker. Here are a few methods for disabling commonly used pop-up blockers:

Allowing pop-ups in 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 toolbar.
- 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 party and describing the documents on the CD-ROM.

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

7. 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, using 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 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 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.

8. 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 (35 MB)** 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 **35 MB**.

9. 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 CM/ECF 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 multiple 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 a debtor's social security number or names 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** to 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 firm on the first address line, type "et al" at the end of the firm name on the first line.

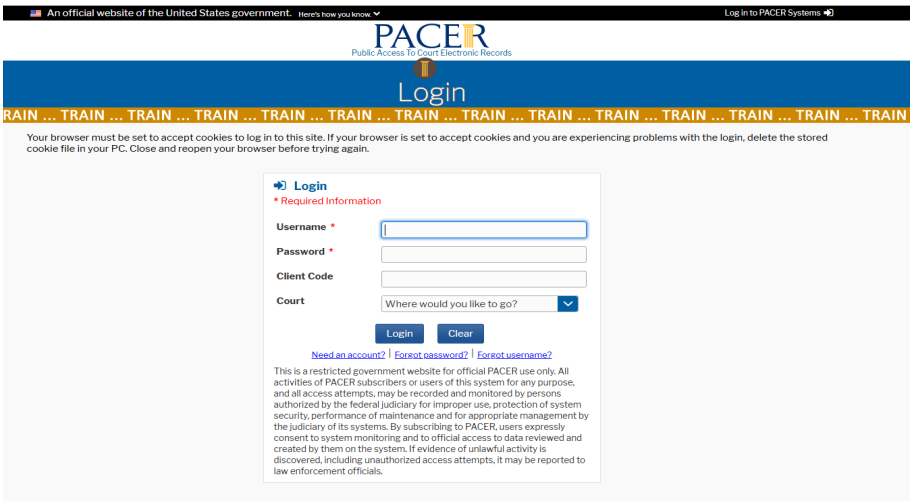
- If an attorney has more than one address in CM/ECF upon searching, the attorney's name should appear twice in the pick list; choose one – if not correct, go back, and select the other. If the address appearing is still not correct, the attorney may modify the address in his/her PACER account, which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

10. Accessing CM/ECF

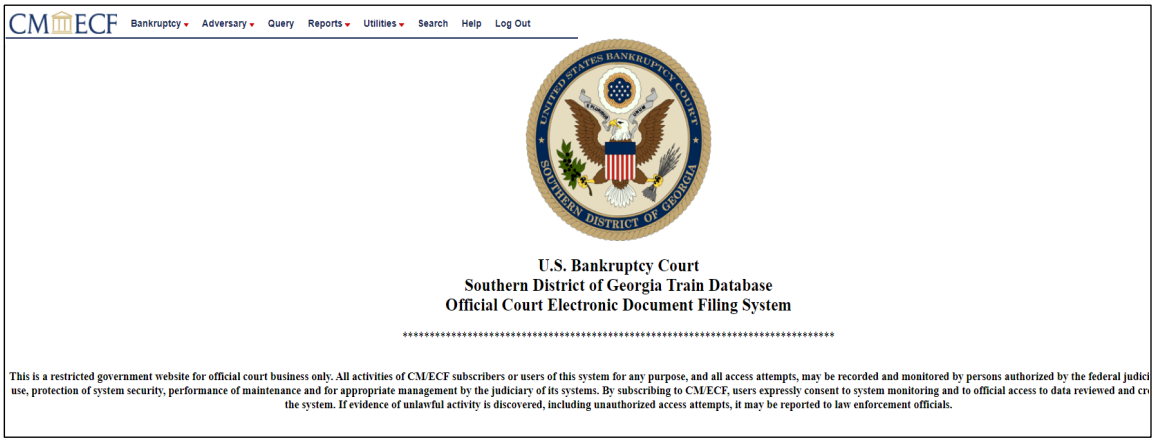
Step 1 **Logins and Passwords:** Filing users (*attorneys, trustees, and in some courts, certain creditors*) use one login and password (*one Central Sign-On account*) for CM/ECF filing and Public Access to Court Electronic Records (*PACER*) for filing, queries, and reports.

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:



11. 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 15** 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 16** of this manual for more detailed information about 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 searched criteria.

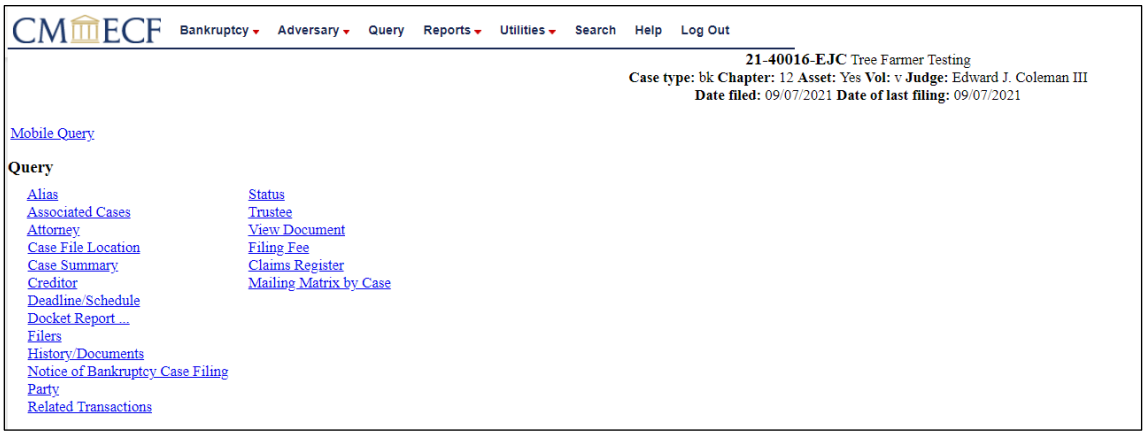
HELP	The **HELP** feature opens a new window containing a brief description and function of each category on the menu bar.
LOGOUT	The **LOG OUT** option logs the user off the CM/ECF system. It is important that you log off the system when you are finished. Failure to properly log off may cause an error message when attempting to log in later.

12.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 file 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:

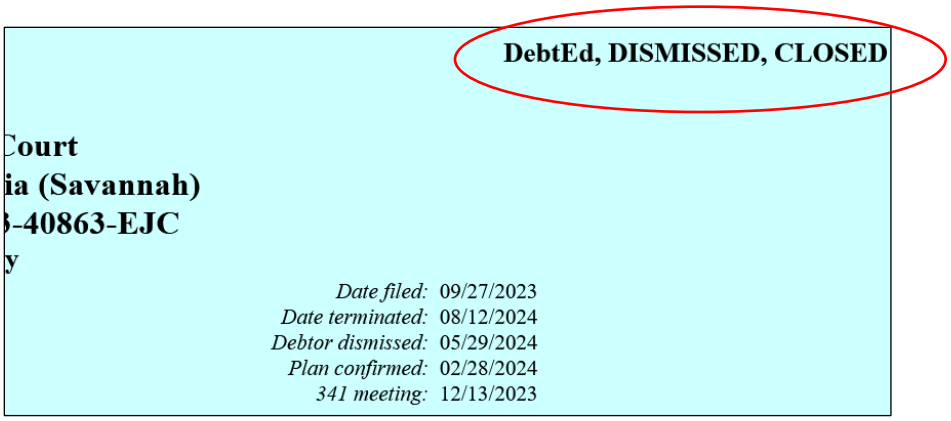
Click **Query** on the CM/ECF menu bar. Enter your PACER username and password if prompted. Enter search clues, such as case number, last name, etc., then click *Run Query*:



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*.

13.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.

14. 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. A Notice of Electronic Filing 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 16** of this manual for more detailed information regarding the Utilities menu.

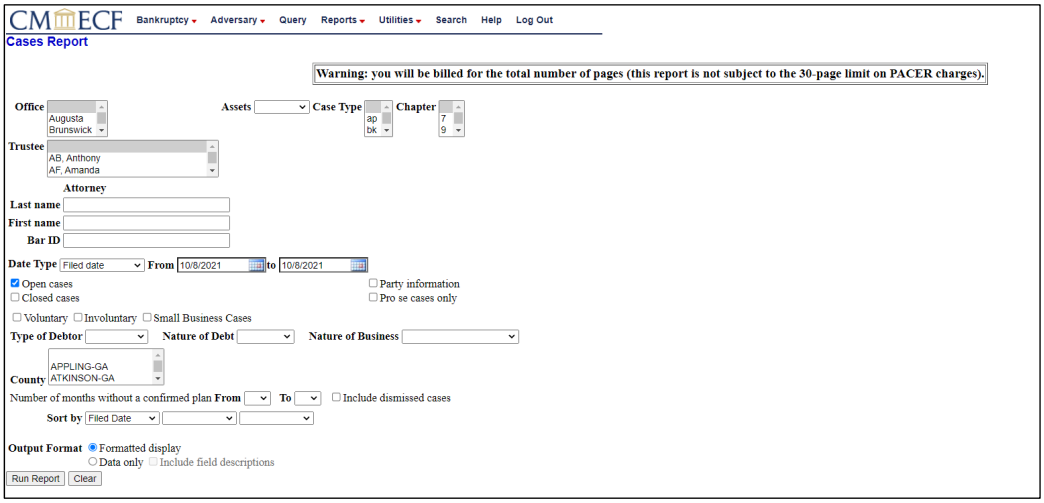
15. Reports

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

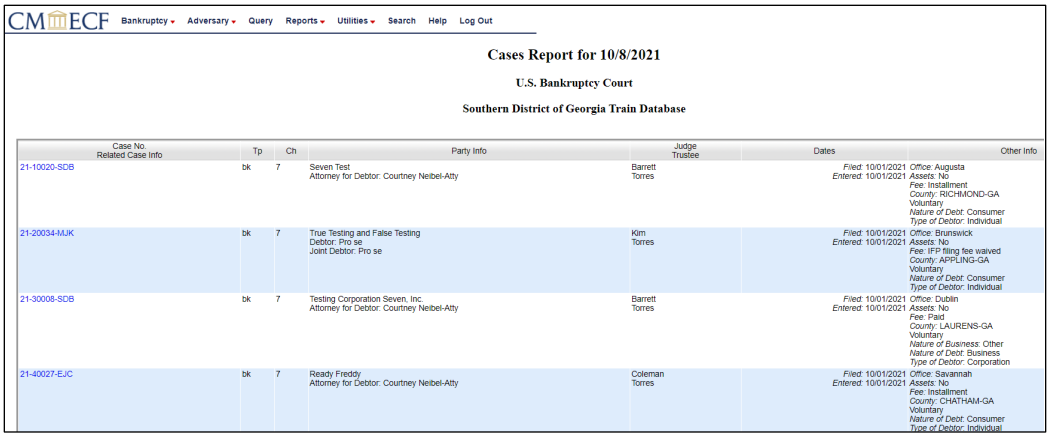
The Cases report captures activity by date or date range and can display the judge assigned to the case, office, case type, trustee assigned to the case, chapter, asset designation, file date, entered date, discharged date, dismissed date, converted date, closed date, split date, transferred date, reopened 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 CM/ECF menu bar, then select *Cases*:



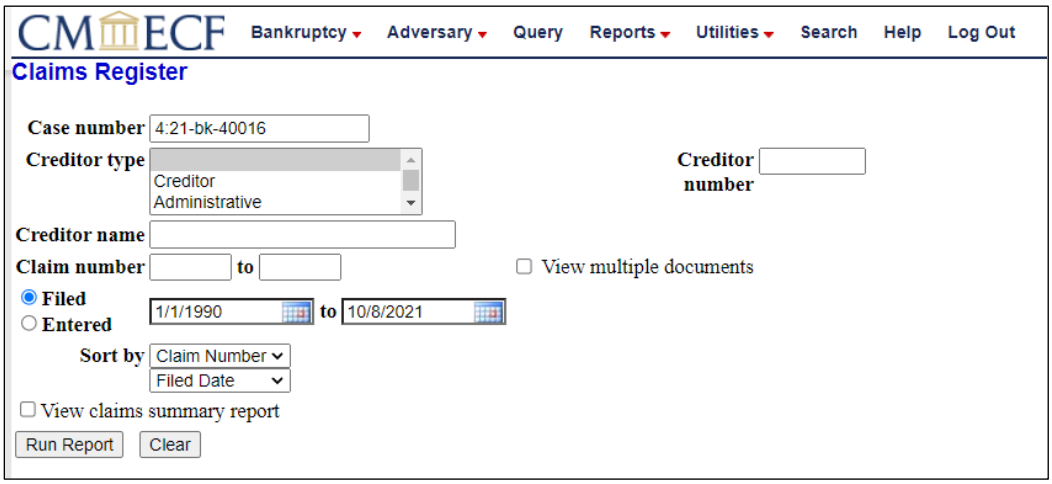
Enter/select the search criteria and click *Run Report*.

Sample Cases report:



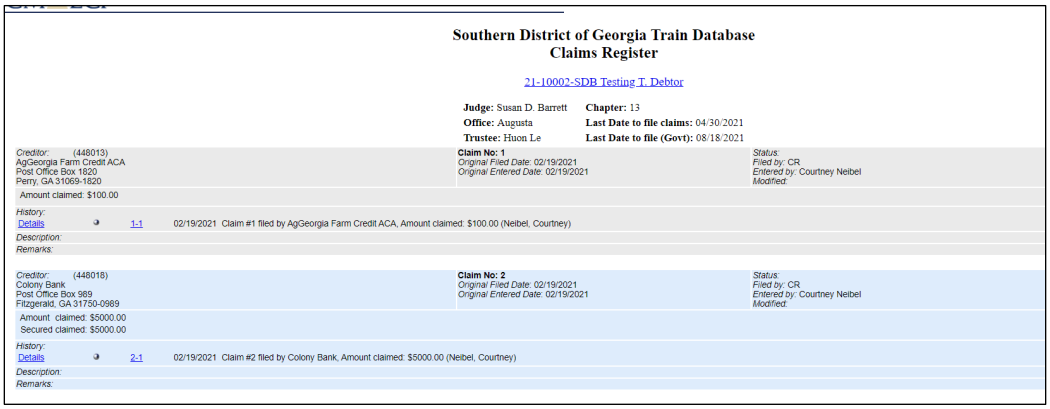
b. Claims Register

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



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

Sample Claims Register report:



Southern District of Georgia Train Database
Claims Register

21-10002-SDB Testing T. Debtor

Judge: Susan D. Barrett **Chapter:** 13
Office: Augusta **Last Date to file claims:** 04/30/2021
Trustee: Huon Le **Last Date to file (Govt):** 08/18/2021

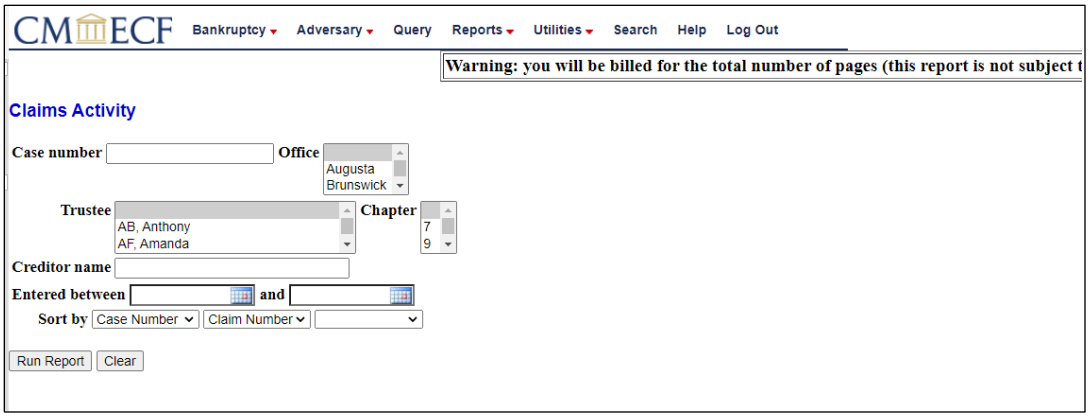
Creditor: (448013)
AgGeorgia Farm Credit ACA
Post Office Box 1820
Perry, GA 31069-1820
Claim No: 1
Original Filed Date: 02/19/2021
Original Entered Date: 02/19/2021
Status:
Filed by: CR
Entered by: Courtney Neibel
Modified:
Amount claimed: $100.00
History:
Details 1-1 02/19/2021 Claim #1 filed by AgGeorgia Farm Credit ACA, Amount claimed: $100.00 (Neibel, Courtney)
Description:
Remarks:

Creditor: (448018)
Colony Bank
Post Office Box 989
Fitzgerald, GA 31750-0989
Claim No: 2
Original Filed Date: 02/19/2021
Original Entered Date: 02/19/2021
Status:
Filed by: CR
Entered by: Courtney Neibel
Modified:
Amount claimed: $5000.00
Secured claimed: $5000.00
History:
Details 2-1 02/19/2021 Claim #2 filed by Colony Bank, Amount claimed: $5000.00 (Neibel, Courtney)
Description:
Remarks:

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 CM/ECF menu bar, then click *Claims Activity Report*:

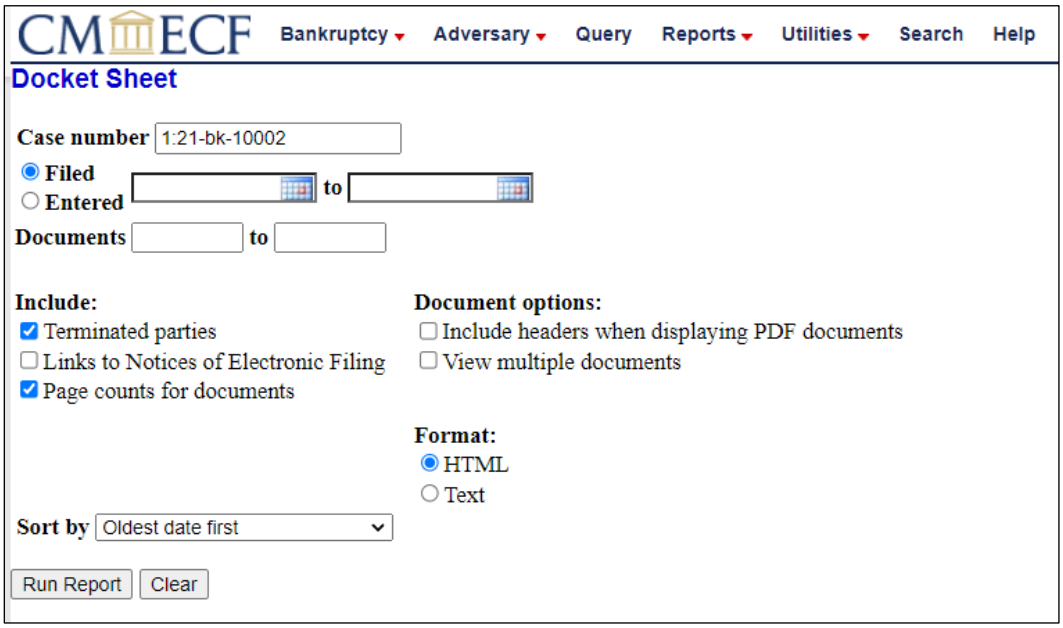


Enter the case number, select the criteria, and click *Run Report*.

d. Docket Report

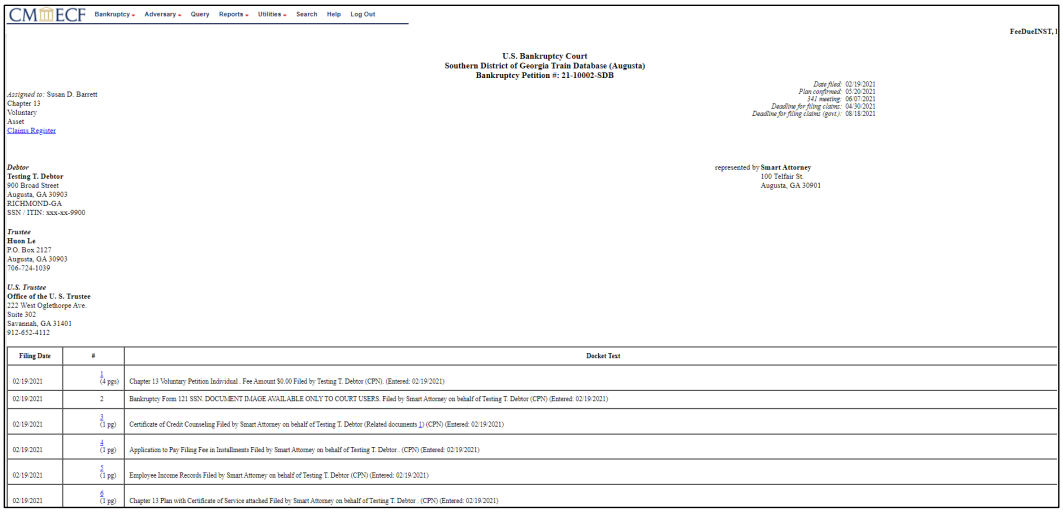
The Docket Report contains official case information with the caption and docket entries listed by filed or entered date.

To view the Docket Report for a case, select **Query** from the 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,1

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

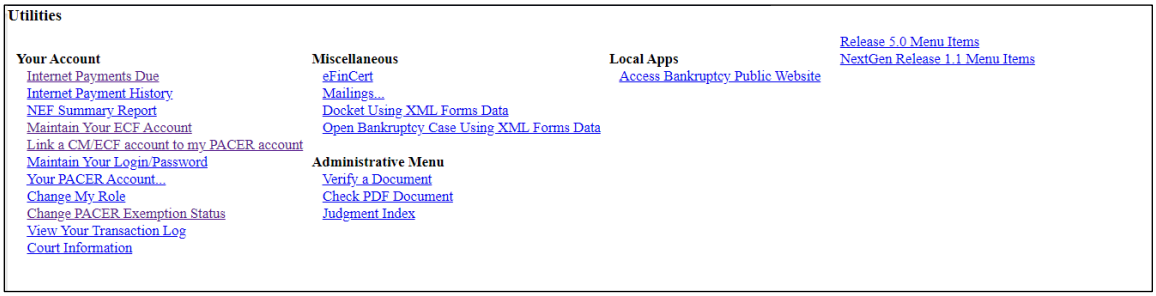
Trustee
Huon Le
P.O. Box 2127
Augusta, GA 30903
706-724-1039

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 (3 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)

16.Utilities

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

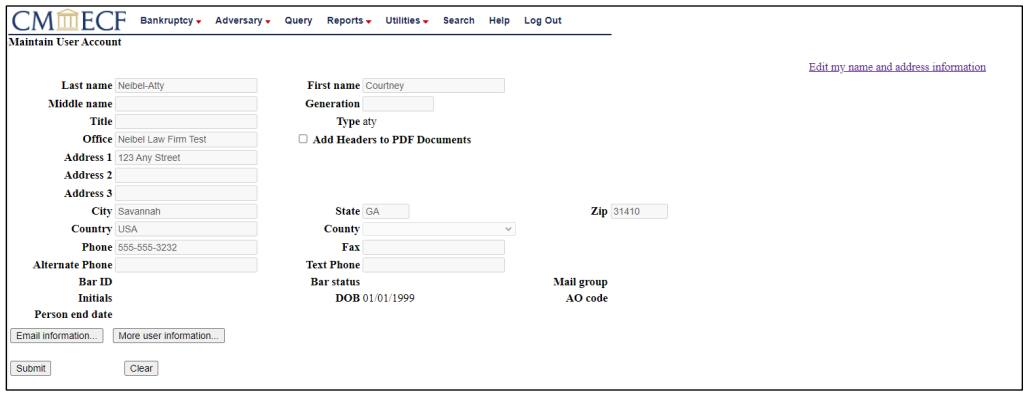
Administrative Menu
Verify a Document
Check PDF Document
Judgment Index

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, and fax number, 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

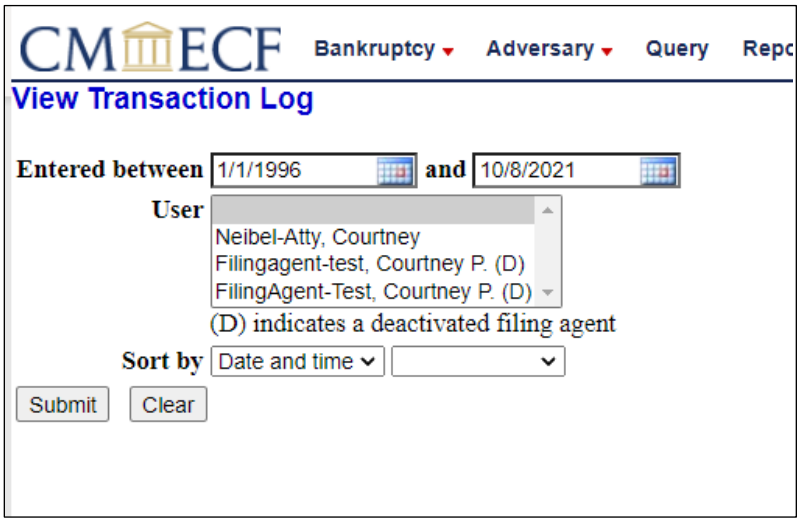
Last name	Neibel-Atty	**First name**	Courtney
Middle name		**Generation**	
Title		**Type**	aty
Office	Neibel Law Firm Test	**Add Headers to PDF Documents**	☐
Address 1	123 Any Street		
Address 2			
Address 3			
City	Savannah	**State** GA	**Zip** 31410
Country	USA	**County**	
Phone	555-555-3232	**Fax**	
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:



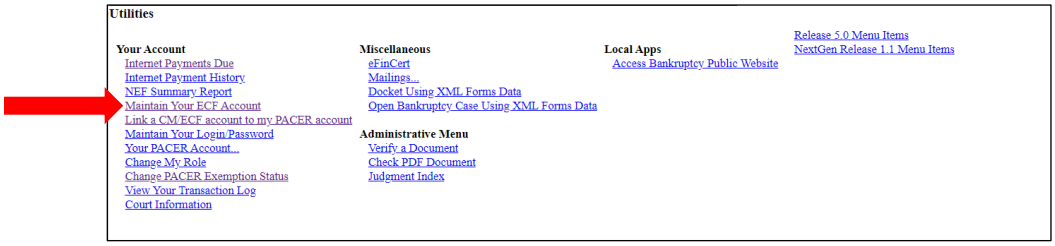
c. E-Mail Notification

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

https://pacer.uscourts.gov

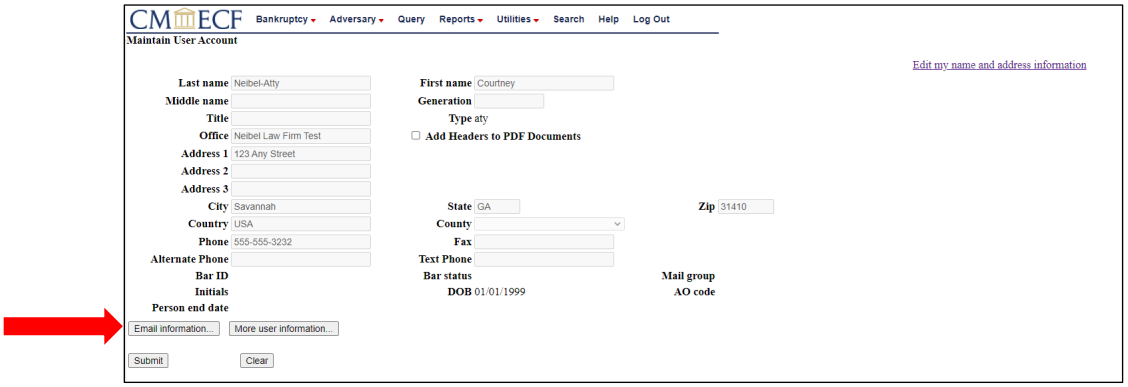
To view **E-Mail notification** regarding a case and/or add any secondary email addresses to your CM/ECF account:

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



- Confirm the information displayed on the screen (*name, address, phone number, etc.*) is correct. Update the information via PACER if necessary.

- Click **Email Information**:



- **Primary E-Mail Address** – confirm the primary email 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 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

17. Documents Filed in Error

Most errors in CM/ECF 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, and 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, the filer will be directed to re-file or amend the deficient document. There may be some instances, however, where the filer will be directed to withdraw the document. For example, withdrawing a document may be 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 by 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**.

18.Dos and Don'ts

DO	Search for CM/ECF docket events	Use the **SEARCH** feature on the 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 *Limited Miscellaneous* events menu.
DON'T	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.

19.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 electronically 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 19.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 Clerk's Office 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 19.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, the filing user will receive an email notification the following business day, indicating the 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** 19.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:**

- Audio CD Fee
- Motion to Redact Fee
- Pro Hac Vice Fee
- 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**.

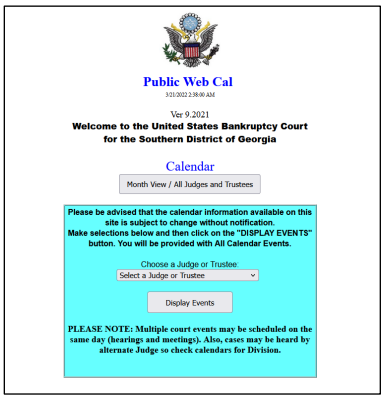
20. Court Calendar

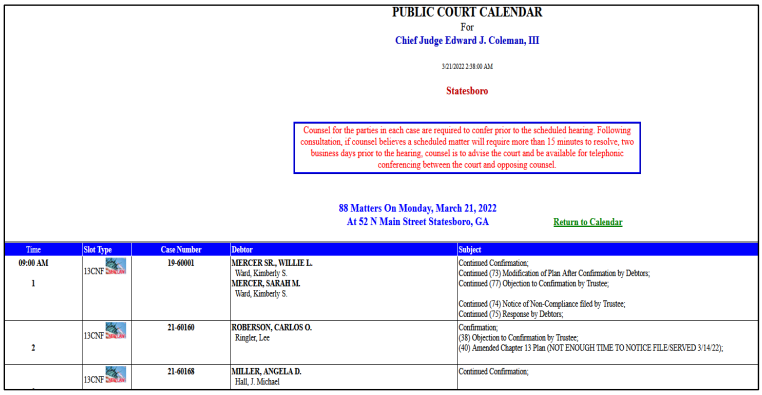
The Court calendar may be viewed on the Court's website at:

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.





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.

21. 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 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.

22. 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 the 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 was issued at the beginning of the case.

- All **Yes/No** questions on the form must be answered.

- Enter information in all **required** fields.

- **Do not** upload a completed Proof of Claim form as an attachment to this filing. Attaching a completed Proof of Claim 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 was issued at the beginning of the case.

- All **Yes/No** questions on the form must be answered.

- Enter information in all **required** fields.

- **Do not** upload a completed Proof of Claim form as an attachment to this filing. Attaching a completed Proof of Claim 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:*** *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 the **Browse** (*or Choose File*) button to search your network and select the PDF document containing the pleading you are filing. The proof of claim being withdrawn should NOT be attached as the main document.
- 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 display. 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 the creditor's name and address match exactly what is listed on the proof of claim form (*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 corresponding 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 the **Browse** (*or Choose File*) button to search your network and select the PDF document containing the pleading you are filing.
- 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 **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Withdrawal of Claim**.
- Click **Next**.
- Click **Next**.
- 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 to search your network and select the PDF document containing the pleading you are filing.

- 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 Claim(s) from the list and click **Next**.

- Select **Withdraw** from the Claim Status list and click **Next**.

- Click **Next**.

- The Final Docket Text screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Withdrawal of Claim(s): 1 Filed by Test 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.

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

- **Attention!! Submitting this screen completes this transaction, You will have no further opportunity to modify this submission if you continue. Have you redacted?**

- Click **Next** to submit.

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

- **Note:** Withdrawals of Claims will appear on the Claims Register in addition to the case docket.

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 Transfer of Claim

CM/ECF Docketing Procedure

- Click **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- 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 to search your network and select the PDF document containing the pleading you are filing.
- 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 **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Objection to Transfer of Claim (related document(s): [45]) Filed by John Attorney on behalf of Test Debtor. (Attachments: # [1] Proposed Order) (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.
- The Notice of Electronic Filing (*NEF*) screen will appear.

i. Proof of Claim Attachment 3001(c)(1) and (d)

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Proof of Claim Attachment 3001(c)(1) and (d)**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the pleading or leave as is 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 to search your network and select the PDF document containing the pleading you are filing.
- 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 claim(s) to which this proof of claim attachment relates from the list and click **Next**.
- The **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

Sample Docket Entry:

Proof of Claim Attachment 3001(c)(1) and (d) (Claim # 2) Filed by John Attorney on behalf of Test Claimant. (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.
- The Notice of Electronic Filing (*NEF*) screen will display.

j. Satisfaction of Claim

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Satisfaction of Claim**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the pleading or leave as is 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 to search your network and select the PDF document containing the pleading you are filing.

- 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 claim(s) to which this satisfaction notice relates from the list and click **Next**.

- The **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Notice of Satisfaction of Claim Number 9 Filed by John Attorney on behalf of Test Claimant. (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.

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

k. Transfer/Assignment of Claim (Form 2100A)

Refer to the Court's fee schedule for the applicable fee.

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Transfer of Claim/Amended Transfer of Claim**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the pleading or leave as is 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 to search your network and select the PDF document containing the pleading you are filing.
- 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 Transfer of Claim?** Choose **Yes** or **No** from the drop-down list and click **Next**.
- If you answered **Yes** on the previous screen, a new screen would appear to select the appropriate event(s) to which this amended transfer relates, and you would not be prompted for payment of a fee. Click **Next**.
- Select the **Transfer type** (*3001(e)(1), etc.*) by clicking the applicable radio button.

- **Search for transferee** by clicking **Search Creditors** or click **Add New Creditor**.

- **Search for transferor** by clicking **Search Creditors**. Select the applicable claim.

- Click **Next** to continue.

- The **fee screen** will appear showing the fee amount due – click **Next** to continue. A fee payment screen will appear after this entry is submitted. Be sure to follow through with payment immediately after the transfer is filed (*or by close of business*).

- Click **Next**.

- The **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Transfer of Claim Fee Amount $28 Transfer Agreement 3001(e)(2) Transferor: Test Bank (Claim No. 6) To Second Bank Filed by John Attorney on behalf of Test Bank. (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.

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

- The transfer of claim/amended transfer of claim will appear below the related claim(s) on the Claims Register.

l. Withdrawal of Transfer of Claim

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Withdrawal**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the pleading or leave as is 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 to search your network and select the PDF document containing the pleading you are filing.
- 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 **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

Withdrawal *of Transfer of Claim 8* Filed by John Attorney on behalf of Test Claimant (Related documents [65]). (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.
- The Notice of Electronic Filing (*NEF*) screen will display.

23.Bankruptcy Rule 3002.1 - Related Events

a. Notice of Mortgage Payment Change (Official Form 410S1)

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Notice of Mortgage Payment Change**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the pleading or leave as is 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?* Select **Yes** or **No**. Click **Next.** (*If you select Yes, you will be prompted to use the correct docket event for filing 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?* 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 to search your network and select the PDF document containing the pleading you are filing.

- 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**.

- The **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Notice of Mortgage Payment Change Re: Claim Number 7. Filed by Test Claimholder. (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.

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

- If this entry was linked to a claim, this notice will appear below the related claim on the Claims Register.

b. Notice of Postpetition Mortgage Fees, Expenses, and Charges (Official Form 410S2)

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Limited Miscellaneous Events**.

- Enter the case number.

- Click **Next**.

- Select **Notice of Postpetition Mortgage Fees, Expenses, and Charges**.

- Click **Next**.

- Click **Next**.

- Select the attorney filing the pleading or leave as is 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**.

- *Is this notice being filed pursuant to Bankruptcy Rule 3002.1(b), where a corresponding Proof of Claim has been filed?* 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 to search your network and select the PDF document containing the pleading you are filing.

- 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** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Notice of Postpetition Mortgage Fees, Expenses, and Charges Re: Claim Number 7. Filed by Test Claimholder. (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.

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

- If this entry was linked to a claim, this notice will appear below the related claim on the Claims Register.

c. Response to [Trustee's/Debtor's] Motion Under Rule 3002.1(f)(1) to Determine the Status of the Mortgage Claim (Official Form 410C13-M1R)

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Response to Motion to Determine Status of Mortgage Claim**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the pleading or leave as is 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 to search your network and select the PDF document containing the pleading you are filing.
- 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**.
- *Is this response being filed pursuant to Bankruptcy Rule 3002.1(b), where a corresponding Proof of Claim has been filed?* 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.
- **REMINDER! A Certificate of Service MUST be included with this filing.** Click **Next**.
- The **Final Docket Text** screen will appear.

NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

Sample Docket Entry:

Response to Motion Under Rule 3002.1(f)(1) to Determine the Status of the Mortgage Claim (related document(s): [20]) Re: Claim Number 7. Filed by Test Claimholder. (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.
- The Notice of Electronic Filing (*NEF*) screen will display.
- If this entry was linked to a claim, this response will appear below the related claim on the Claims Register.

d. Response to Trustee's Notice of Payments/Disbursements Made (Official Form 410C13-NR)

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Response to Notice of Payments Made by Trustee**.

- Click **Next**.
- Click **Next**.
- Select the attorney filing the pleading or leave as is 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**.
- *Is this response being filed pursuant to Bankruptcy Rule 3002.1(b), where a corresponding Proof of Claim has been filed?* 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 to search your network and select the PDF document containing the pleading you are filing.
- 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 **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Response to Notice of Payments Made by Trustee (related document(s): [20]) Re: Claim Number 7. Filed by Test Claimholder. (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.
- The Notice of Electronic Filing (*NEF*) screen will display.
- If this entry was linked to a claim, this response will appear below the related claim on the Claims Register.

e. **Response to [Trustee's/Debtor's] Motion Under Rule 3002.1(g)(4) to Determine Final Cure and Payment of the Mortgage Claim (Official Form 410C13-M2R)**

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Response to Motion to Determine Final Cure and Payment of Mortgage Claim**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the pleading or leave as is 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 to search your network and select the PDF document containing the pleading you are filing.

- 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**.

- *Is this response being filed pursuant to Bankruptcy Rule 3002.1(b), where a corresponding Proof of Claim has been filed?* 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.

- **REMINDER! A Certificate of Service MUST be included with this filing.** Click **Next**.

- The **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Response to Motion Under Rule 3002.1(g)(4) to Determine Final Cure and Payment of the Mortgage Claim (related document(s): [20]) Re: Claim Number 7. 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.
- The Notice of Electronic Filing (*NEF*) screen will display.
- If this entry was linked to a claim, this response will appear below the related claim on the Claims Register.

f. Certificate of Service for Rule 3002.1 Document

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Certificate of Service (Use Only for Rule 3002.1 Events)**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the pleading or leave as is and click **Next**.
- **Select the Party** filing the pleading or click **Add/Create New Party**.
- Click **Next**.
- Click **Next**.
- **This Certificate of Service Event should only be used when relating to a Bankruptcy Rule 3002.1-related document.** Click **NEXT** to proceed.
- *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 to search your network and select the PDF document containing the pleading you are filing.

- 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 **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Certificate of Service of Response to Notice of Payments Made by Trustee (related document(s): [20]) Re: Claim Number 7. Filed by Test Claimholder. (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.

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

- If this entry was linked to a claim, this entry/document will appear below the related claim on the Claims Register.

g. Withdrawal of Rule 3002.1 Document

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Withdrawal of Rule 3002.1 Document**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the pleading or leave as is 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 filing relates and 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 to search your network and select the PDF document containing the pleading you are filing.
- 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** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

Withdrawal of Response to Notice of Payments Made by Trustee (related document(s): [20]) Re: Claim Number 7. Filed by Test Claimholder. (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.
- The Notice of Electronic Filing (*NEF*) screen will display.
- If this entry was linked to a claim, this notice will appear below the related claim on the Claims Register.

24.Miscellaneous Pleadings/Docket Events

a. Amended Certificate of Service

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Certificate of Service/Amended Certificate of Service**.
- Click **Next**.
- Click **Next**.

- Select the attorney filing the pleading or leave as is 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 to search your network and select the PDF document containing the pleading you are filing.
- 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**.
- The **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Amended Certificate of Service (related document(s): [20]) Filed by Test Filer. (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.

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

b. Appearance of Child Support Creditor or Representative (Form B2810)

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Appearance of Child Support Creditor or Representative**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the pleading or leave as is 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 to search your network and select the PDF document containing the pleading you are filing.
- 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, select the appropriate event(s) to which your filing relates and click **Next**.
- The **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

Sample Docket Entry:

Appearance of Child Support Creditor or Representative (related document(s): [20]) Filed by Test Movant. (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.
- The Notice of Electronic Filing (*NEF*) screen will display.

c. Ballot (Chapter 11)

CM/ECF Docketing Procedure

- Select **Bankruptcy**.
- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Ballot (Ch 11)**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the ballot or leave as is 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 to search your network and select the PDF document containing the pleading you are filing.

- 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 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 **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Chapter 11 Ballot (ACCEPT) Filed by John Attorney on behalf of Test 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.

- 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.

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

d. 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 **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Notice of Change of Address**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the ballot or leave as is and click **Next**.
- **Select the Party** filing the ballot 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 to search your network and select the PDF document containing the pleading you are filing.
- 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**.

- **Is this change of address related to a proof of claim filed in this case?** Select **Yes** or **No**. *If you select Yes, you will be prompted to select the claim to which this filing relates.*

- The **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Notice of Change for Test Creditor Filed by John Attorney on behalf of Test 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.

- 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.

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

e. Motion to Redact (Fee Per Case)/Amended Motion to Redact

This motion must be accompanied by a Certificate of Service and a Proposed Order.

Refer to the Court's fee schedule for the applicable redaction fee.

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Redact (Fee Per Case)/Amended Motion to Redact**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the pleading or leave as is and click **Next**.
- **Select the Party** filing the pleading or click **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 to search your network and select the PDF document containing the pleading you are filing.
- 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 select *Yes*, you will be prompted to relate this entry to the previously filed Motion to Redact. If you select *No*, you will be prompted with the **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 **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Motion to Redact Fee Amount $28. DOCUMENT IMAGE AVAILABLE ONLY TO COURT USERS. Filed by John Attorney on behalf of Test Filer (Attachments: # (1) Proposed Order # (2) Redacted documents) (Related documents [4]) (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.

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

f. Notice of Appearance and Request for Notice

CM/ECF Docketing Procedure

- Select **Bankruptcy**.

- Select **Limited Miscellaneous Events**.

- Enter the case number.

- Click **Next**.

- Select **Notice of Appearance and Request for Notice**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the notice or leave as is and click **Next**.
- **Select the Party** filing the notice or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button to search your network and select the PDF document containing the pleading you are filing.
- 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** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Notice of Appearance and Request for Notice Filed by John Attorney on behalf of Test 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.

- 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.

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

g. 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 **Limited Miscellaneous Events**.

- Enter the case number.

- Click **Next**.

- Select **Reaffirmation Agreement**.

- Click **Next**.

- Click **Next**.

- Select the attorney filing the notice or leave as is and click **Next**.

- **Select the Party** filing the notice or click **Add/Create New Party**.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button to search your network and select the PDF document containing the pleading you are filing.

- 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**.

- The **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Reaffirmation Agreement between Debtor and Test Bank filed by Test Bank. (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.

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

h. Reaffirmation Agreement with No 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 **Limited Miscellaneous Events**.
- Enter the case number.
- Click **Next**.
- Select **Reaffirmation Agreement (Pro Se)**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the notice or leave as is and click **Next**.
- **Select the Party** filing the notice or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button to search your network and select the PDF document containing the pleading you are filing.
- 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**.

- The **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Pro Se Reaffirmation Agreement between Debtor and Test Bank filed by Test Bank. (Filer Name)

  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.

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

i. 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 **Limited Miscellaneous Events**.

- Enter the case number.

- Click **Next**.

- Select **Withdrawal**.
- Click **Next**.
- Click **Next**.
- Select the attorney filing the notice or leave as is and click **Next**.
- **Select the Party** filing the notice or click **Add/Create New Party**.
- Click **Next**.
- Attach PDF by clicking the **Browse** (*or Choose File*) button to search your network and select the PDF document containing the pleading you are filing.
- 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**.
- The **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Withdrawal filed by John Attorney on behalf of Test Bank (Related document(s) [55]). (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.

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

j. Withdrawal of Pleading/Document

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 **Limited Miscellaneous Events**.

- Enter the case number.

- Click **Next**.

- Select **Withdrawal**.

- Click **Next**.

- Click **Next**.

- Select the attorney filing the notice or leave as is and click **Next**.

- **Select the Party** filing the notice or click **Add/Create New Party**.

- Click **Next**.

- Attach PDF by clicking the **Browse** (*or Choose File*) button to search your network and select the PDF document containing the pleading you are filing.

- 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**.

- The **Final Docket Text** screen will appear.

  NOTE: This is the last opportunity to make any changes before the docket entry is submitted and assigned a docket number in the Court record.

  Sample Docket Entry:

  Withdrawal filed by John Attorney on behalf of Test Bank (Related document(s) [55]). (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.

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

25. 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 in 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 used 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, 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 to the CM/ECF program. Changes can be either enhancements or the discovery of a functional program error.

Notice of Bankruptcy Case Filing	A CM/ECF document that is generated at case opening with all substantive information for the case. The Entry Date of the case appears on the local court seal displayed on this formal notice. When the petition is submitted electronically 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	NE
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Northern Mariana Islands	MP
Ohio	OH

State/Possession	Abbreviation
Oklahoma	OK
Oregon	OR
Palau	PW
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virgin Islands	VI
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

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

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

Primary Street Suffix Name	Postal Service Standard Suffix Abbreviation
ALLEY	ALY
ANNEX	ANX
AVENUE	AVE

Primary Street Suffix Name	Postal Service Standard Suffix Abbreviation
BEACH	BCH
BEND	BND
BLUFF	BLF
BOTTOM	BTM
BOULEVARD	BLVD
BRANCH	BR
BRIDGE	BRG
BROOK	BRK
BYPASS	BYP
CAMP	CP
CANYON	CYN
CAPE	CPE
CAUSEWAY	CSWY
CENTER	CTR
CIRCLE	CIR
CLIFFS	CLFS
CLUB	CLB
COMMONS	CMNS
CORNER	COR
COURSE	CRSE
COURT	CT
COVE	CV
COVES	CVS
CREEK	CRK
CRESCENT	CRES
CREST	CRST
CROSSING	XING
CROSSROAD	XRD
CROSSROADS	XRDS
DRIVE	DR
ESTATE	EST
EXPRESSWAY	EXPY
EXTENSION	EXT
FALLS	FLS
FIELD	FLD
FORGE	FRG
FORT	FT
FREEWAY	FWY
GARDENS	GDNS
GATEWAY	GTWY
GLEN	GLN
GREEN	GRN
GROVE	GRV

Primary Street Suffix Name	Postal Service Standard Suffix Abbreviation
HARBOR	HBR
HEIGHTS	HTS
HIGHWAY	HWY
HOLLOW	HOLW
ISLAND	IS
ISLANDS	ISS
JUNCTION	JCT
LAKE	LK
LANDING	LNDG
LANE	LN
MEADOWS	MDWS
MILLS	MLS
MOUNT	MT
MOUNTAIN	MTN
OVERPASS	OPAS
PARK	PARK
PARKWAY	PKWY
PLACE	PL
PLAINS	PLNS
PLAZA	PLZ
POINT	PT
PORT	PRT
PRAIRIE	PR
ROAD	RD
ROUTE	RTE
SPRING	SPG
SQUARE	SQ
STATION	STA
STREET	ST
SUMMIT	SMT
TERRACE	TER
TRAIL	TRL
VALLEY	VLY
VILLAGE	VLG

Secondary Unit Designators	
Description	**Abbreviation**
Apartment	APT
Basement	BSMT
Building	BLDG
Department	DEPT
Floor	FL

Description	Abbreviation
Office	OFC
Penthouse	PH
Room	RM
Space	SPC
Suite	STE
Unit	UNIT
Upper	UPPR