

UNITED STATES BANKRUPTCY COURT
FOR THE
NORTHERN DISTRICT OF WEST VIRGINIA

Case Management

CM / ECF

Electronic Case Files

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**ATTORNEY
ELECTRONIC FILING
MANUAL**

OCTOBER 2008

Patrick M. Flatley, Chief Judge
Michael D. Sturm, Clerk

FORWARD

We have spent a lot of time trying to put together an **ATTORNEY ELECTRONIC FILING MANUAL** which is the best in the country. The manual does *not* include every possible event (document or pleading) that you may file, although we have tried to include the most important or most frequently filed or most involved items in this publication. If you can successfully e-file the documents that are presented in this manual, you can successfully e-file anything.

Your success in using electronic document filing will depend totally upon your time and patience in learning this new way of interacting with a court. The most exciting aspect of this adventure is that you have the opportunity to become immediately involved in a practice that will be uniform in all courts in America - federal, state and local - within a few short years. You are one of the lawyers who asked to become certified as an electronic filer and we hope that you dedicate enough time to the task that you will quickly learn of the tremendous benefits to this form of submitting documents to the court.

Please allow me to belabor this point: **You must make whatever sacrifice that is necessary in terms of time and effort in order to reap the benefits of e-filing.** This is something entirely new to you and your office so it will take some learning before you become proficient. Your first e-filed document may take you the better part of a half day to complete. However, your second such filing may only take an hour. Then, as you really learn the system, you will be filing electronically and flawlessly in only minutes and without consulting your manual.

The training which we will provide you is principally to acquaint you with the manual, and the benefits and possibilities associated with e-filing. Your success as an e-filer is entirely up to you, although we will make every effort to assist you along the way.

Please allow me just a moment to express the sincere gratitude of myself and Judge Flatley for all of the hard work of Chris Warsinsky and Marcie Kacsmar from our automation staff and Anita Swaton, Chief Deputy Clerk, for putting together this rather immense automated system for filing and maintaining court records.

I wish you the very best in this new endeavor.

Mike Sturm

**UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF WEST VIRGINIA**

Attorney Manual

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 - This section outlines the types of documents from which the attorney may select when electronically filing a pleading with the Court.*

Hardware and Software Requirements For Electronic Filing in CM/ECF

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

- A personal computer running a standard platform such as Windows, Linux or Macintosh.
- A minimum of 512-MB of RAM (memory.)
- Internet service (preferably high speed, DSL or Cable) and a compatible browser (Internet Explorer version 6.x and 7.x, also FireFox/Mozilla version 2.0.) The browser must have the settings JavaScript and cookies enabled. CM/ECF does not work with the American Online/AOL Internet service provider.
- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer, as well as certain word processing programs can perform this function. For viewing documents, not authoring them, only Adobe Acrobat Reader is needed.
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect or Word.
- A scanner to transmit documents that are not in your word processing system.

Accessing CM/ECF

The CM/ECF system is a web based software program. At this time the only supported browsers are Internet Explorer versions 6.x, 7.x and FireFox/Mozilla version 2.0.

CM/ECF court users process cases through the federal courts' restricted intranet while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

STEP 1 To access the court web site, open your web browser and enter one of the following URL's:

For our Live Database: (<http://ecf.wvnb.uscourts.gov>) and

For our Training Database:(<http://ecf-train.wvnb.uscourts.gov>)

in the browser's Location field. **(See Figure 1.)** Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

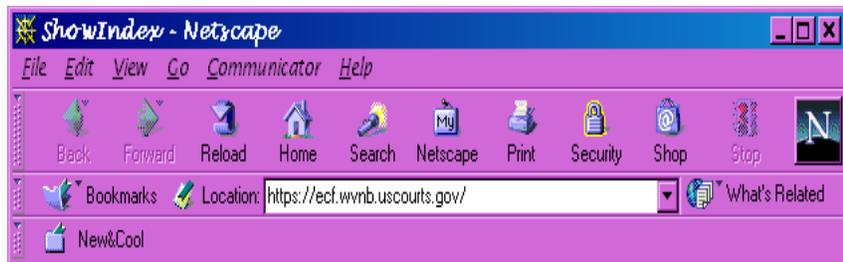


Figure 1

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

The Back button  on your browser navigation bar

can be used to back up in case processing or queries at any time. You will find that the Back button and the Forward button

 will allow you added flexibility in case processing.

STEP 2 The **CM/ECF CERTIFICATE NAME CHECK** screen may display next. You may see a series of security screens similar to this.



Figure 2

- ◆ Click [**Continue**] and read the security information until the [**Finish**] button appears.

STEP 3 The Court **Welcome Screen** is shown in **figure 3**. Click on the hyperlink: “Northern District of West Virginia - Document Filing System” to enter the system.

STEP 4 **Logins and Passwords**
Internet users (attorneys, trustees and, certain creditors) will use two

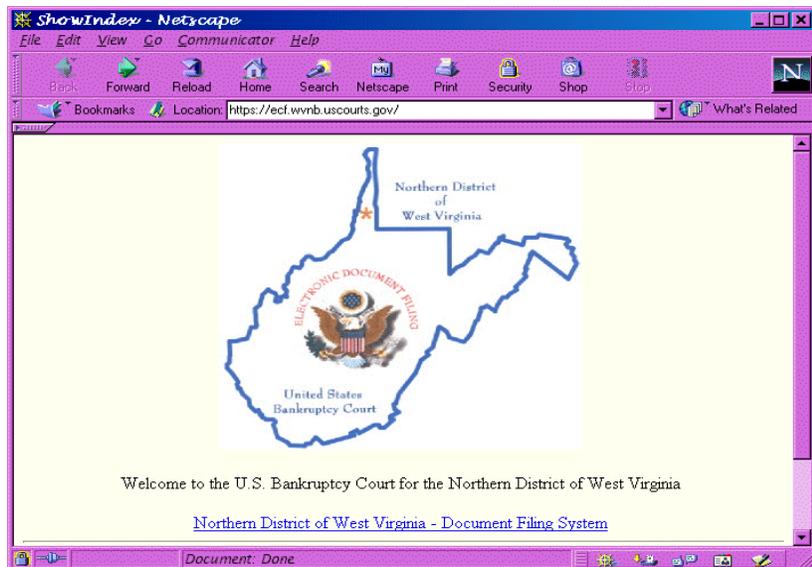


Figure 3

sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below. (See Figure 4)

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

Figure 4

Participants will initially enter their CM/ECF login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents. Access to reports, queries and utility menu options can also be added for users. The registered user's login and password is the electronic equivalent of their signature.

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

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

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

This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu. PACER information and registration is available at <http://pacer.psc.uscourts.gov/>

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

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

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

STEP 5 The **CM/ECF MAIN MENU** screen is pictured in **Figure 5**.

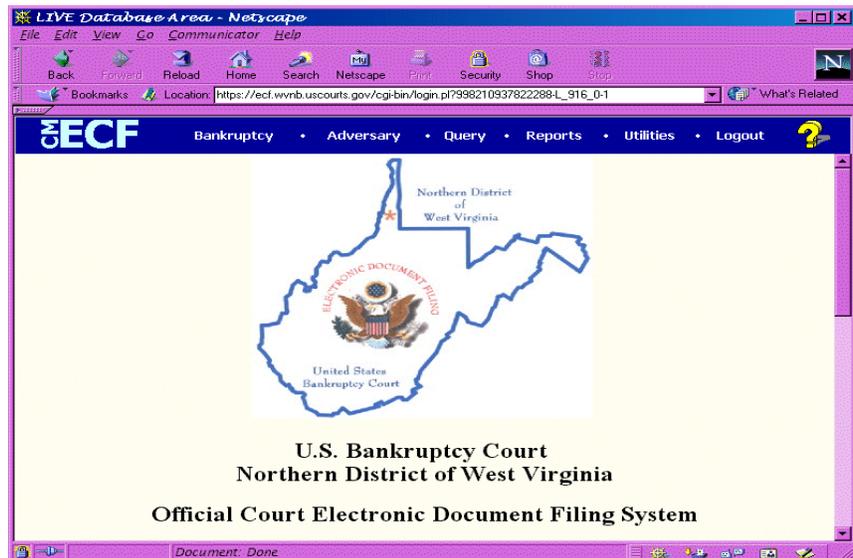


Figure 5

Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain the system. Recent enhancements to the User Interface include: a cascading menu system; an option to search both menus and docket events which match entered text; case number lookups in docketing, reports, queries, and utilities and event searches during docketing.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.

CM/ECF Maintain User Accounts

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

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

This module explains how trustees can update:

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

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

STEP 1 After clicking on **Utilities** on the CM/ECF Main Menu bar, select Maintain Your ECF Account, which is found under the **Your Account** sub-menu. (See Figure 1.)

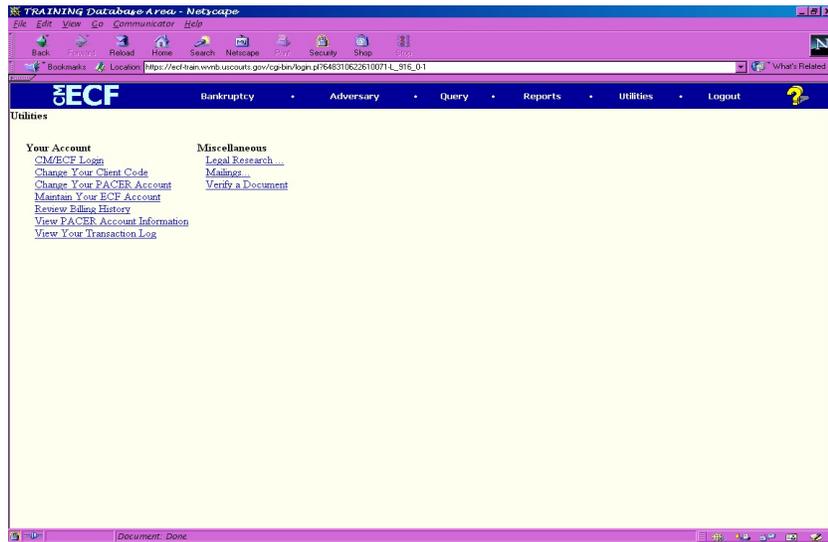


Figure 1

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

Figure 2

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

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

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

Figure 3

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

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

Each section on the E-MAIL INFORMATION screen is explained below:

- ◆ **Primary E-mail address.** This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate E-mail account for CM/ECF activity from your routine E-mail correspondence.
- ◆ **Send the notices specified below...**
 - to my primary E-mail address**
To activate CM/ECF notification you must first check the box next to your E-mail address.

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

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

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

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

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

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

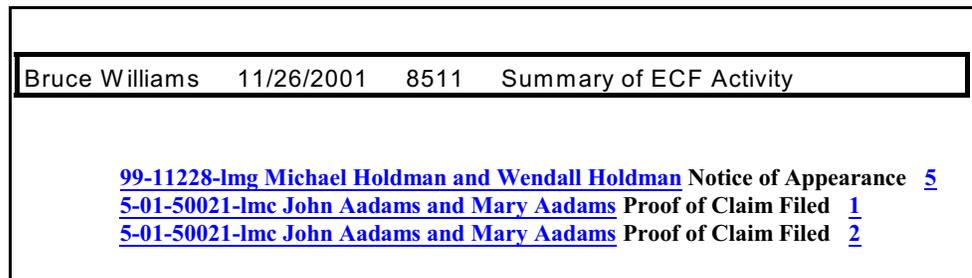


Figure 3a

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

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

◆ **Format notices**

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

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

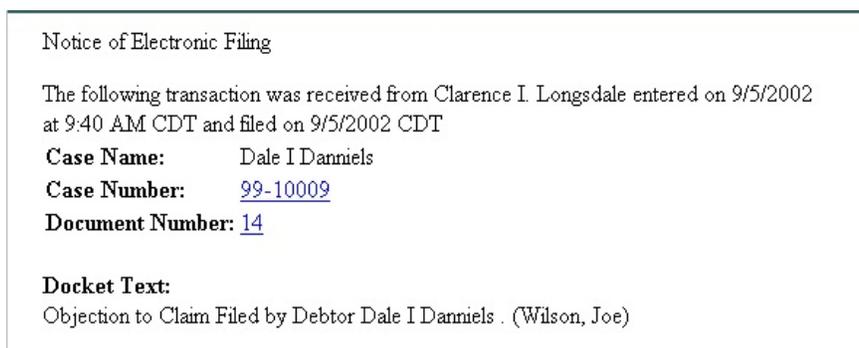


Figure 3b

- text format for cc:Mail, GroupWise, other E-mail service**
Text format will feature the URL of the PDF document which can be copied and pasted into the location bar of your browser.
Figure 3c shows an example of a text formatted notice.

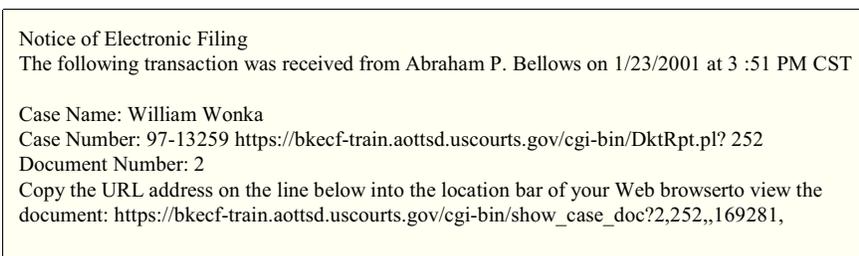


Figure 3c

- ◆ When you have entered your E-mail preferences, click on **[Return to Account screen]**.
- ◆ Click on **[Submit]** to save the changes.

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

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Searching for existing Attorney Records" and the instruction is "Select the cases to be updated". A caution message reads: "CAUTION: If you modified name, SSN, Tax ID, or Bar ID on the previous screen, the new values will be recorded for ALL cases to which the person is linked. Modifications of other items will be recorded ONLY for those cases you select below. Click the question mark on the menu bar above for more information." Below the caution is a scrollable list of cases with the following entries: "1999-10436 Travis Houston", "1999-11223 Pinzy Wilson", "1999-11228 Michael Holdman and Wendall Holdman", "1999-11228 Michael Holdman and Wendall Holdman", "2000-10003 Watson Parker", "2001-10002 Sue Smith", "2001-10011 Tools 'R' Us", "2001-10015 Karen Houghston", and "2002-10070 Walter J. Daniels". At the bottom of the list are "Submit" and "Clear" buttons.

Figure 4

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

- ◆ Select 'desired cases' and then click **[Submit]**. PLEASE NOTE: most ALL of the time you would want to select 'Update All'. Please contact the court if you choose otherwise.

The screen in **Figure 4a** is used to confirm the information which has been submitted. If you checked any of the boxes for sending notices for each filing, or sending a Summary report, this screen will indicate the option is turned "on".

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



Figure 4a

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



Figure 5

◆ You can change your password here.

Remember:

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

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

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

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Maintain User Account

Last name First name

Middle name Generation

Title Type

Office

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

SSN Tax Id

Bar Id 1232546 Bar status Active Mail group

Initials dlw DOB AO code End date

Figure 6

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

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

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Searching for existing Attorney Records

Select the cases to be updated

CAUTION: If you modified name, SSN, Tax ID, or Bar ID on the previous screen, the new values will be recorded for ALL cases to which the person is linked. Modifications of other items will be recorded ONLY for those cases you select below. Click the question mark on the menu bar above for more information.

*** Update All ***

- 1999-10436 Travis Houston
- 1999-11223 Pinzy Wilson
- 1999-11228 Michael Holdman and Wendall Holdman
- 1999-11228 Michael Holdman and Wendall Holdman
- 2000-10003 Watson Parker
- 2001-10002 Sue Smith
- 2001-10011 Tools "R" Us
- 2001-10015 Karen Houghston
- 2002-10070 Walter J. Daniels

Figure 7

- ◆ If you want this new information to apply to all of the cases, click on *****Update All***** at the top of the list. To change information only on certain cases, hold down the **[Control]** key after selecting the first case number and click on the others, one at a time, to highlight them.
- ◆ When you have all of the desired cases or *****Update All***** highlighted, click **[Submit]** to apply the new information.
- ◆ The system will update the records and inform you that they were updated. You can then click on another selection in the **CM/ECF Main Menu Bar**.

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

USER TRANSACTION LOG

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

Id	Date	Case Number	Text
0	08/22/2002 09:23:54	1-02-bk-10070	First Meeting of Creditors with 341(a) meeting to be held on 09/20/2002 at 01:30 PM at Room 101 U.S. Trustee's Office. Objections for Discharge due by 11/19/2002. (Wilson, D.L.)
6562	06/04/2001 10:33:48	01-10002	Opened New BK Case 01-10002
7509	08/02/2001 09:55:35	01-10015	Opened New BK Case 01-10015
7514	08/02/2001 09:56:38	01-10015	Motion to Avoid Lien with <i>Landry Restaurant Supply</i> Filed by Karen Houghston. (Wilson, D.)
7524	08/02/2001 10:08:14	01-10015	Stipulation By Karen Houghston and Between Landry Restaurant Supply filed by Karen Houghston. (Wilson, D.)
7526	08/02/2001 10:11:46	01-10015	Motion to Withdraw as Attorney Filed by Karen Houghston. (Wilson, D.)
11638	08/02/2002 16:38:07	02-40006	Opened New BK Case 02-40006
12185	08/20/2002 15:21:40	02-10070	Opened New BK Case 02-10070
12342	08/22/2002 10:19:13	1-02-bk-10070	Application to Pay Filing Fee in Installments Filed by Debtor Walter J. Daniels (Wilson, D.L.)

Figure 8

This record may be useful in researching case filings. Dates, case numbers, times and document type are tracked.

Your transaction activity is not accessible to other users besides yourself except for court systems staff.

Converting Documents to .pdf

Only **.pdf** (Portable Document Format) documents may be filed using the Court's electronic filing system. If you attempt to upload a non-pdf file, or submit a standard docket entry without a document, an error message appears. (See **Figure 1**)

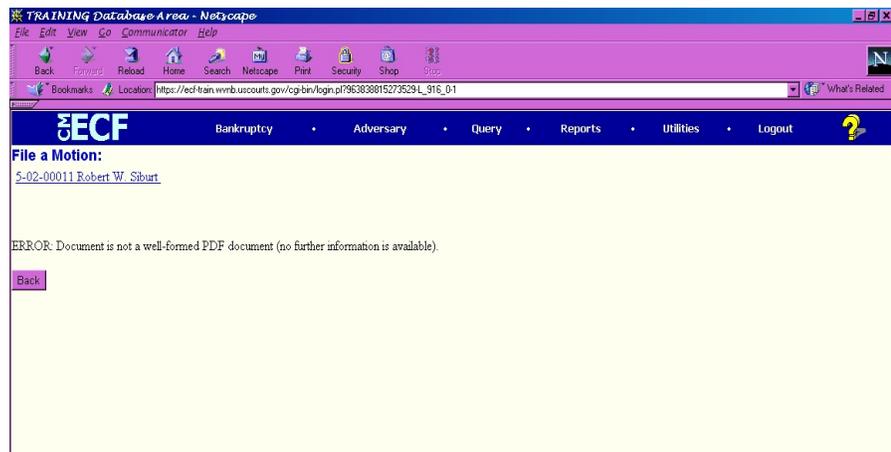


Figure 1

Converting a Document to .PDF Format

Conversion of any word processing document to a Portable Document Format (.pdf) is required before submission to the Court's electronic filing system. The following instructions will guide you through the process of converting a word processing document to .pdf. For this example, WordPerfect 9 is used.

When Adobe Acrobat (the full version, not the reader is installed on your computer, one of the option installed is PDF Writer. To convert a word processing document to .pdf, you will choose "print" (just as you do to print a file), but change your default printer to PDF Writer. By making this selection, your document won't be printed, instead it will give you the opportunity to save your file in .pdf format and give it a filename. You should have a directory on your pc or network available for saving these .pdf files.

The conversion process is relatively simple and can be accomplished in a few ways depending upon the word processing program you use. In the following pages, we will walk you through the basic steps of converting any file created by a Windows based program. In some instances,

some of these steps may be eliminated depending on what software you are using and how your system has been configured.

Your bankruptcy preparation software may convert documents to .pdf. Refer to your software vendor regarding converting to .pdf.

Basic requirements for creating .pdf files:

- Word processing software. For example: Microsoft Word or WordPerfect.
- Adobe Acrobat PDF Writer

Converting a Word Processing Document to .pdf Format

STEP 1 Using your Word Processing Software, open the document you wish to convert to .pdf and review the document for accuracy.

STEP 2 To begin the conversion process, click the printer icon on your toolbar or using the menus, click **file** and **print**. (See **Figure 2**)



Figure 2

STEP 3 The **Print** dialog box appears (See **Figure 3**)

- Select **Acrobat PDFWriter** from your list of printers.
- Click the **Print** button in the dialog box. The file will not actually print.

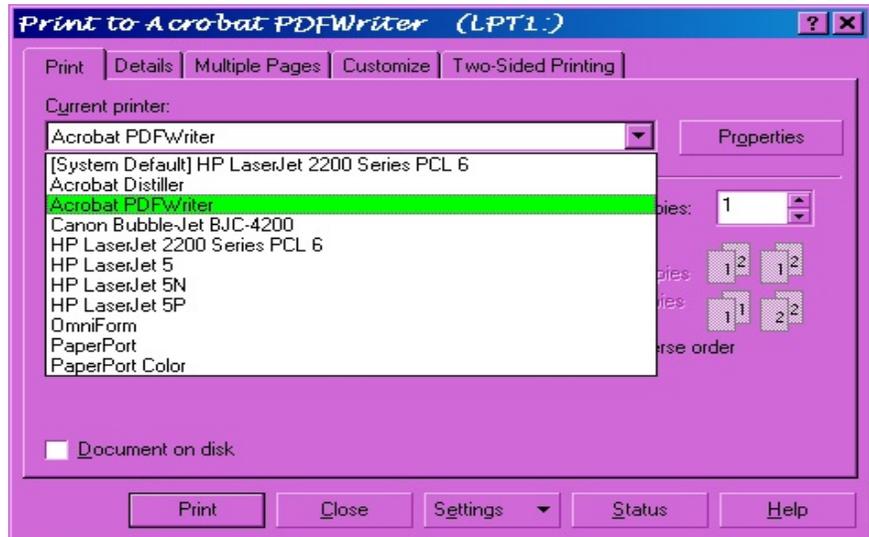


Figure 3

STEP 4 You will then receive the option to save the file as .pdf.

- The **Save PDF File As** screen will appear
 (See Figure 4)

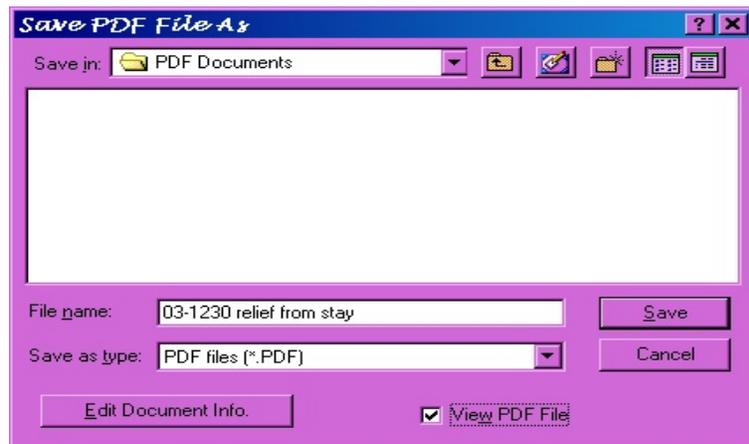


Figure 4

- **File Name:** type a name using your preferred naming convention.
- **Save as type:** Use drop down arrow if needed so that **PDF files (*.PDF)** is selected.

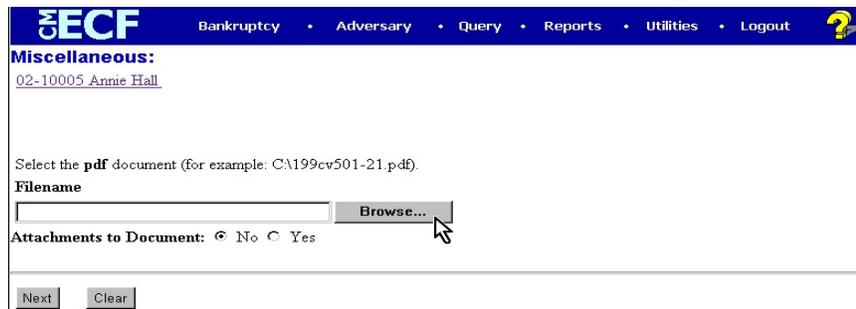
- Click on the **Save** button to save the file as a PDF document to a location where it may easily be retrieved later.

Note: It is strongly suggested that you create a folder (or folders) specifically to store your pdf documents.

Attaching PDF Files During Docketing

STEP 1 During Docketing you will be prompted to attach your pdf document.

- The **PDF DOCUMENT** screen is displayed. (See **Figure 5**)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Miscellaneous:
[02-10005 Annie Hall](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
 Browse...

Attachments to Document: No Yes

Figure 5

STEP 2 Click on the **Browse** button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

STEP 3 To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**. (See **Figure 6**)

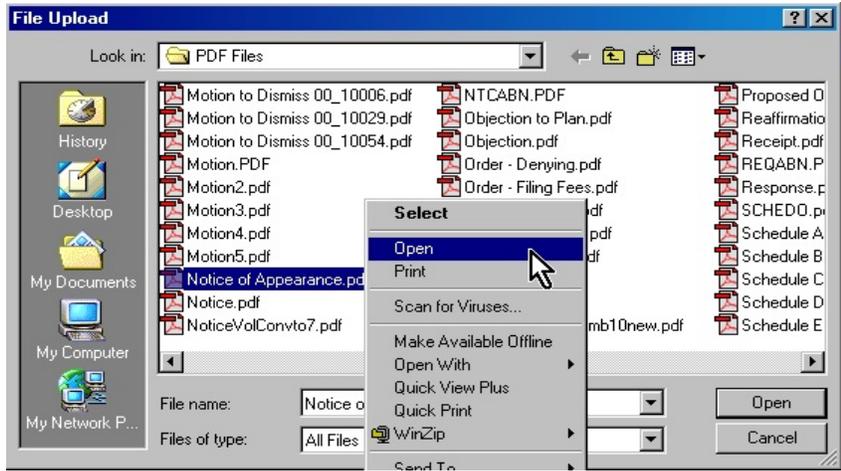


Figure 6

- This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.

STEP 4 Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box. (See Figure 7)

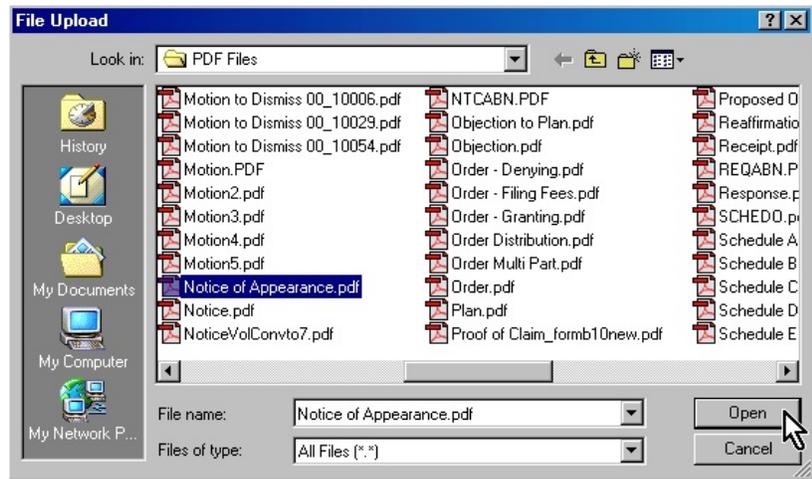


Figure 7

STEP 5 To add an attachment, such as a **proposed order, exhibit, etc.**

click the **yes** radio button next to “Attachments to Documents” and click **next**. (See Figure 8)

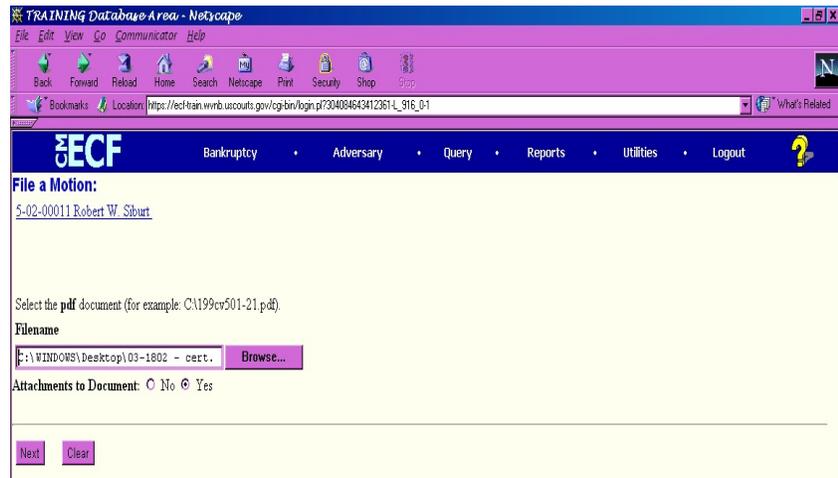


Figure 8

STEP 6 The **Select one or more attachments** screen will appear.
(See Figure 9)

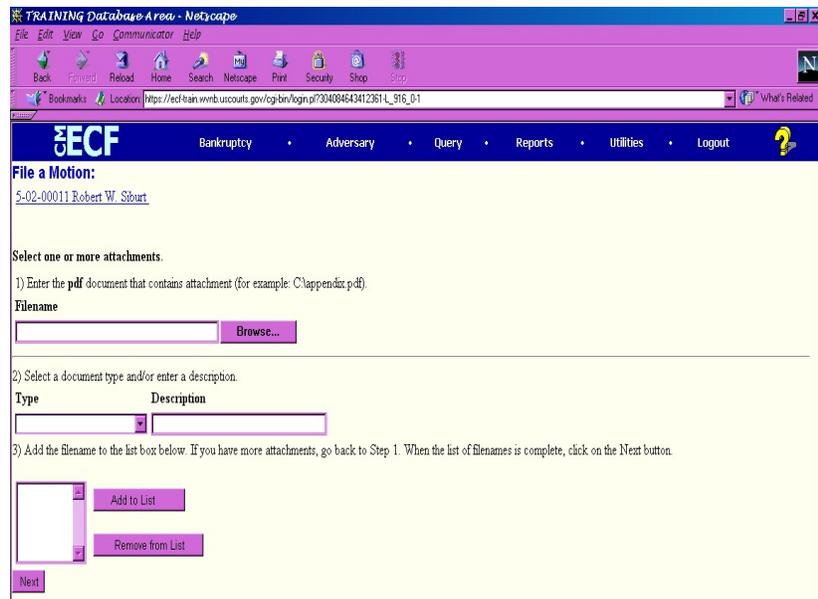


Figure 9

STEP 7 • Click on the **Browse** button to search for the file you would

like to attach. (Just as you would do when browsing for your main document)

- Under **step 2**, click on the drop-down arrow and choose what document type you are attaching, if it a **proposed order**, choose that type.
- Then type in a **description**
(See Figure 10)

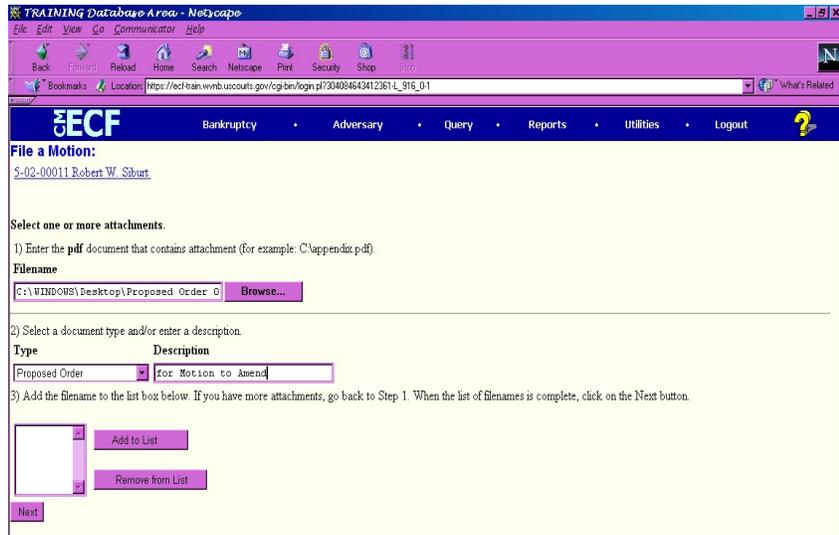


Figure 10

STEP 8

Click on **Add to List**. When you do this, the pathname of where your document was stored will appear in the box in step 3 and the boxes in steps 1 and 2 will blank out. (See Figure 11)

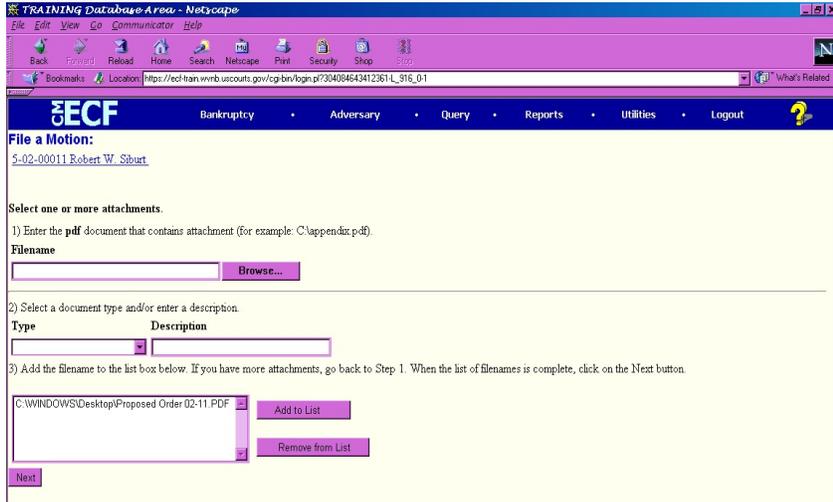


Figure 11

STEP 9

If you have more documents to attach, start the process over by browsing for the next attachment and proceed to # 2 and then # 3, as shown in Figure 11.

If you are finished with adding attachments, click next.

How to Convert a Creditor Matrix to a .txt File

The following instructions will guide you to correctly format a creditor matrix and save it as a **.txt** file.

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and also for claims information when applicable. The creditor matrix must be in an ASCII file format with an appropriate text extension such as **.txt** before it can be successfully uploaded into the CM/ECF system.

Suggested Creditor Matrix Specifications

- ◆ The name and address of each creditor cannot be more than 5 lines. If a record is more than 5 lines, the 6th line will be combined with line 5 and the 7th or 8th lines will be truncated.
- ◆ Each line may contain no more than 40 characters including blanks.
- ◆ Names and addresses should be left justified.
- ◆ Spaces in the first position of a line will cause an exception report for that creditor record.
- ◆ Special characters such as ~, ½, ^, #, /, &, and % will cause problems.
- ◆ Account numbers or "attention" lines should be placed on the second line of the name/address.
- ◆ City, state and ZIP code must be on the last line.
- ◆ Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- ◆ All states must be two-letter abbreviations.
- ◆ Each creditor must be separated by at least one blank line.
- ◆ Do not include page numbers, headers, footers, etc.
- ◆ If you are sending the matrix to the Court for upload into the system, we require it to be saved on a diskette or cd and the filename should be the Debtor's last name or the business name.

To Save the Creditor Matrix File with a .txt Extension

- STEP 1** After creating the creditor list in WordPerfect or Microsoft Word, open the file. Click on **File** in the WordPerfect or Microsoft Word toolbar to display the drop down list. (See Figure 1.)



Figure 1

- STEP 2** Click **Save As** in the drop down list. (See Figure 2.)

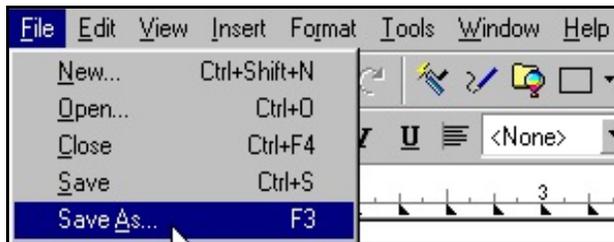


Figure 2

If in Microsoft Word, Skip to Step 4.
If in WordPerfect:

- STEP 3** Click the drop down menu arrow in the **File Type** box. (See Figure 3.)

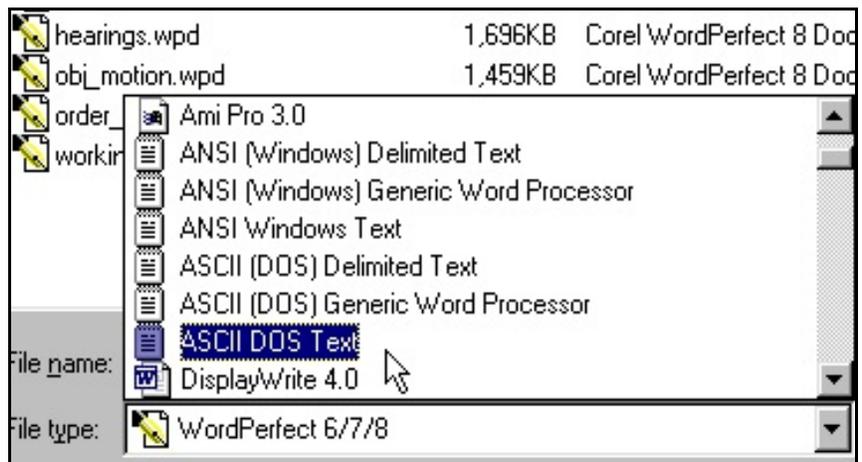


Figure 3

- ◆ Select the file type **ASCII DOS Text**.

STEP 4 **If in Microsoft Word:**

- ◆ Click on the drop down box arrow in the **Save As Type** box. (See Figure 4.)



Figure 4

- ◆ Select the file type of **Text Files(*.txt)** or **Text Only(*.txt)** or **Plain Text(*.txt)**.

STEP 5 Enter the file name (file name should be the Debtor's last name or if a business, the business name) in the **File Name:** box. (The system provides the same file name with a .txt extension.)

STEP 6 Click the **[Save]** button.

Uploading a Creditor Matrix

For Attorneys

The following instructions will guide you through the process of uploading creditor information (.txt file) to the Electronic Case Filing (ECF) system. A creditor matrix should be uploaded for each case immediately following the electronic case opening.

- STEP 1** Select **Bankruptcy** from the **Main Menu** and click on **Creditor Maintenance** from the **Bankruptcy Events** menu. (See Figure 1.)

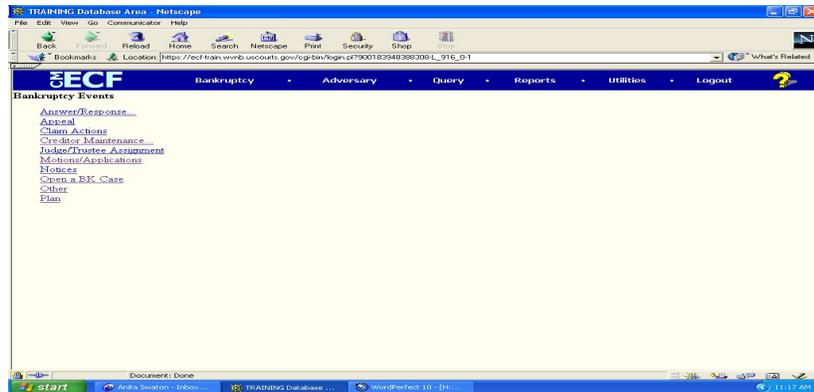


Figure 1

- STEP 2** Select **Upload a creditor matrix file** from the **Creditor Maintenance** menu. (See Figure 2.)

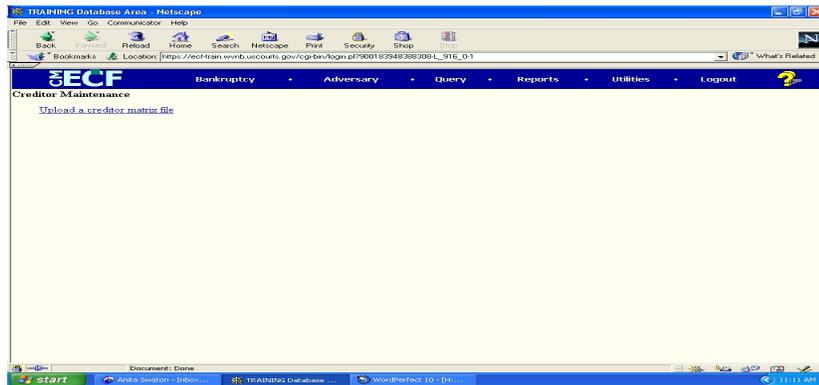


Figure 2

STEP 3 The **Creditor Processing - Upload a File Method** screen appears. Enter the bankruptcy case number. (See Figure 3.)

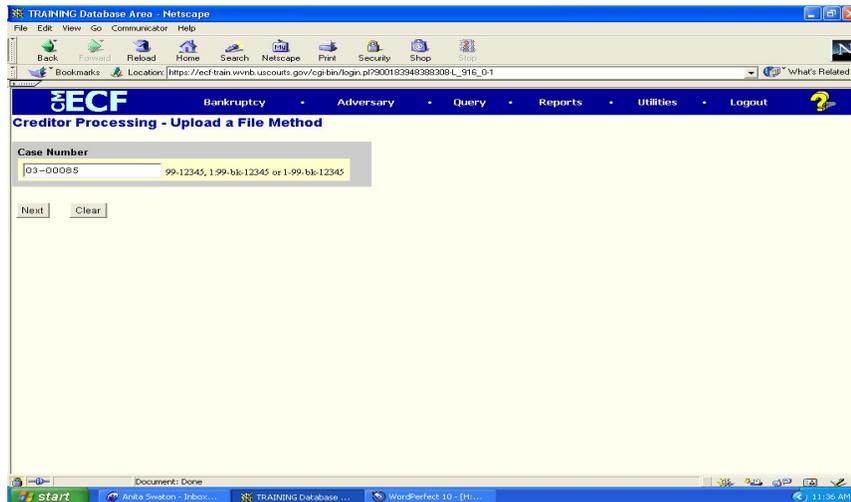


Figure 3

◆ Click **[Next]** to continue.

STEP 4 The **Load Creditor Information** screen appears. (See Figure 4a.)

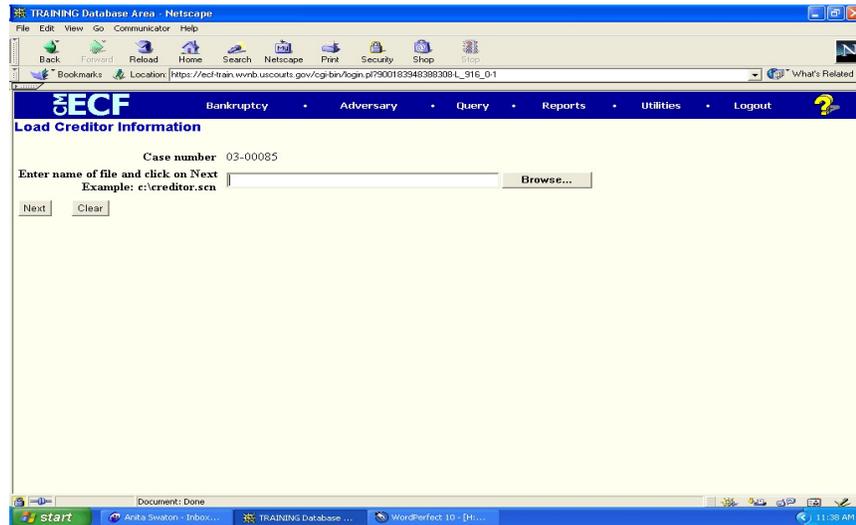


Figure 4a

- ◆ Verify the case number displayed.
- ◆ If the case number is incorrect, click the **[Back]** button to re-enter the case number.

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

- ◆ Type in the full path of the folder (directory) and filename where the creditor matrix file is located.

OR

- ◆ Use **[Browse]** to navigate to the appropriate folder and select the creditor matrix file. To do this:
 - ◆ Click the **[Browse]** button to display the **File Upload** screen.
 - ◆ Change **Files of type:** to *All Files (**)*.
 - ◆ Click in the **Look In** box, and select the appropriate drive name.
 - ◆ Double-click on the correct folder name to open the folder.

- ◆ Double-click to the appropriate filename to select the matrix.

NOTE: For quality assurance, with the matrix filename highlighted, you may right click and select **Open** on the drop down menu. This will allow you to view and verify the matrix file chosen as correct.
- ◆ Close the matrix by clicking the “X” in the upper right-hand corner.
- ◆ If changes were made, choose Yes when prompted “Do you want to save changes?”.
- ◆ Click the **[Open]** button in the **File Upload** screen to associate the matrix file to the bankruptcy case.

(See Figure 4b.)

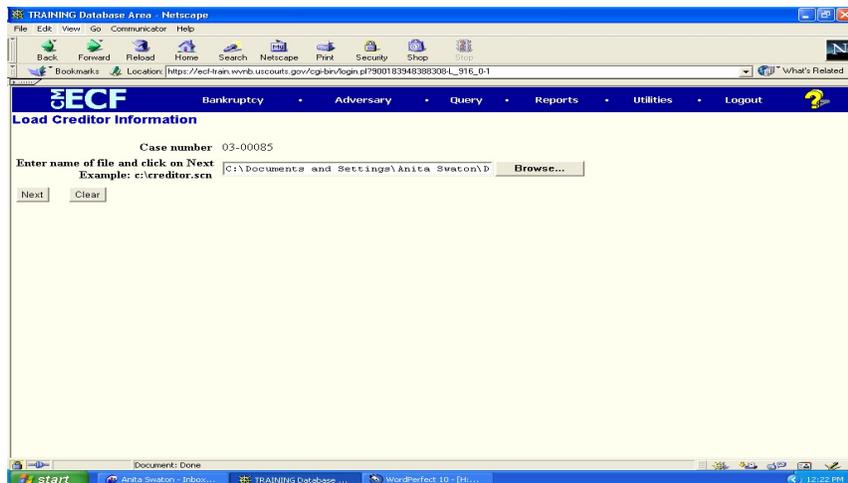


Figure 4b

- ◆ Click **[Next]** to continue.
- STEP 5** The **Total Creditors Entered** screen displays. (See Figure 5.)
- ◆ The total number of creditors shown on this screen must be the

same as the number of creditors shown on the paper matrix which was imaged and included with the electronically-filed petition. If the Total Creditors Entered amount is correct, click **[Submit]** to finalize the transfer of creditors.

- ◆ If the creditor total is incorrect, return to **Step 1** to begin again.

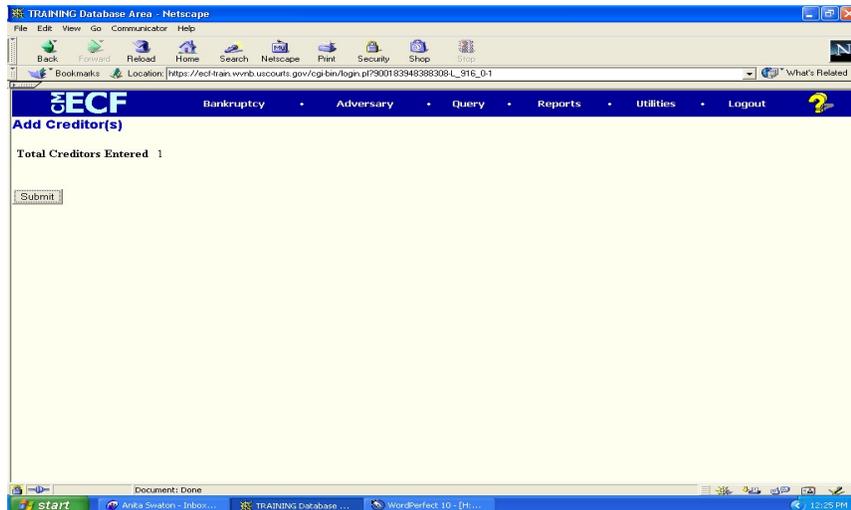


Figure 5

STEP 6 The **Creditors Receipt** screen appears. (See Figure 6.)

- ◆ The case number and total number of creditors added to the database are confirmed.

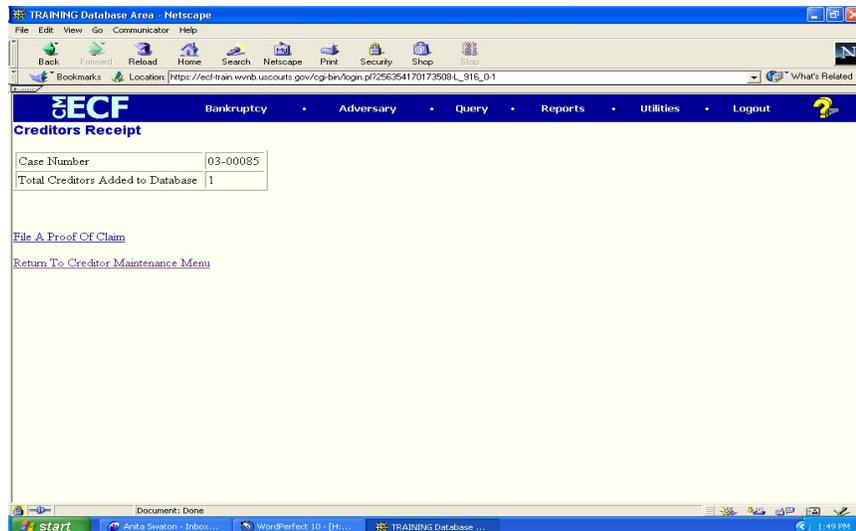


Figure 6

- ◆ Click the **Return To Creditor Maintenance Menu** hypertext link if you have additional creditor matrices to upload for other new bankruptcy filings, and repeat steps 3 - 5 for each additional creditor matrix.

Bankruptcy Case Opening

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

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports. This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password. You can access this court's cm/ecf site by going to <https://ecf.wvnb.uscourts.gov>.

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

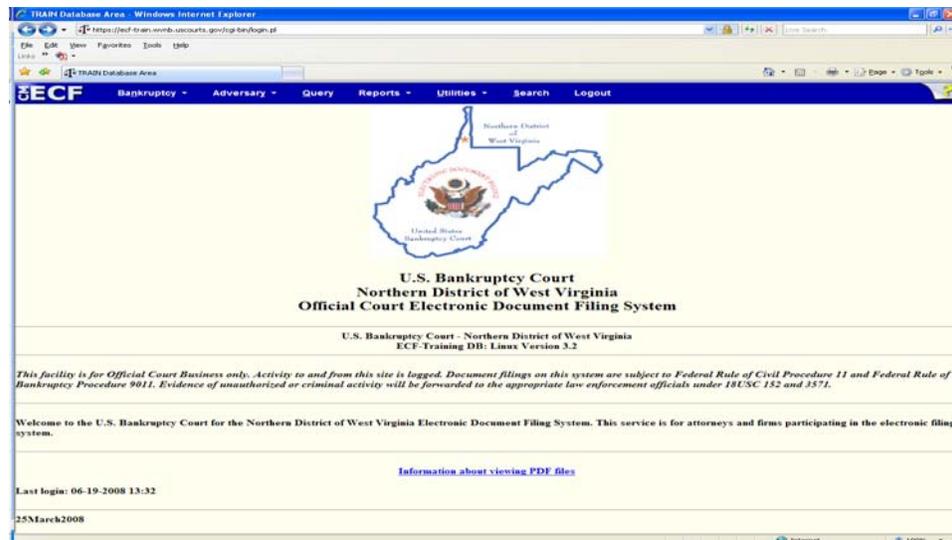


Figure 1

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

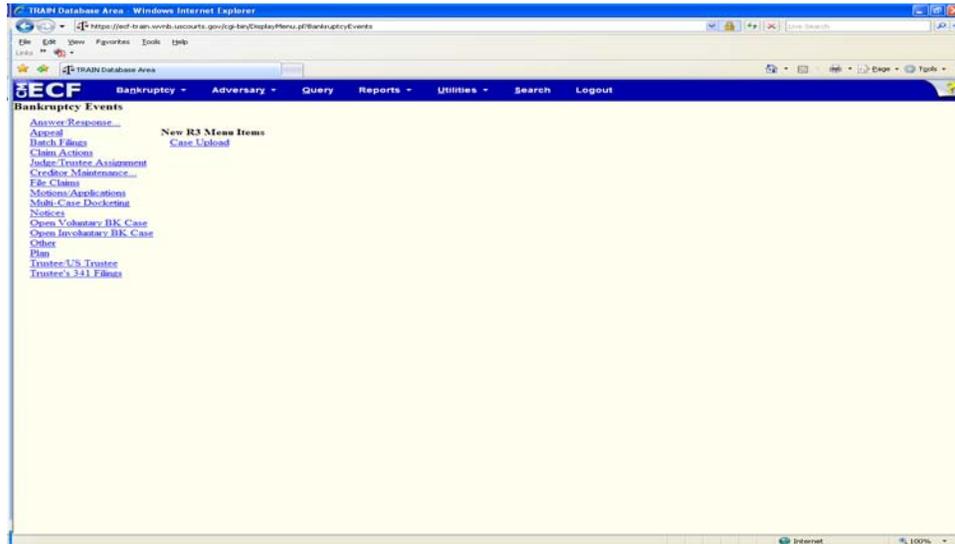


Figure 2

STEP 3 At the Bankruptcy Events screen, click on the Open Voluntary BK Case hyperlink. The Open New Bankruptcy Case screen will display (See Figure 3.)

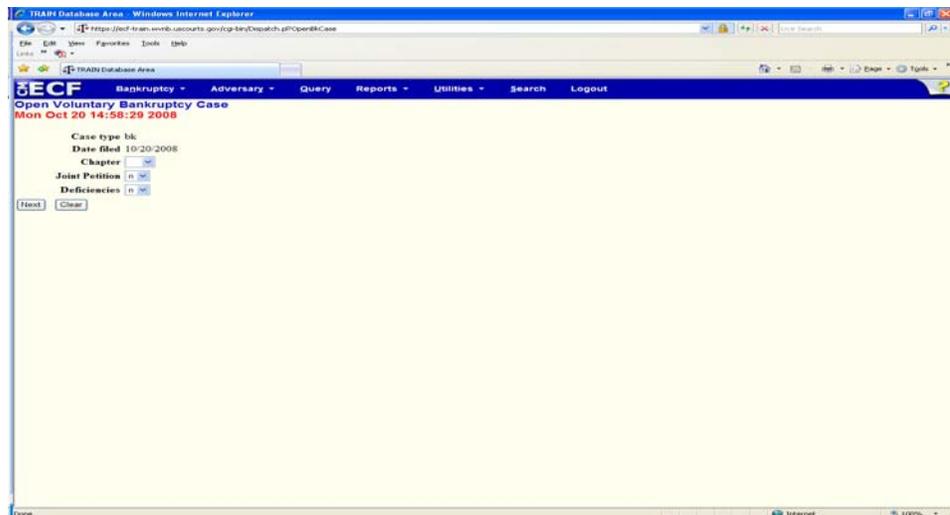
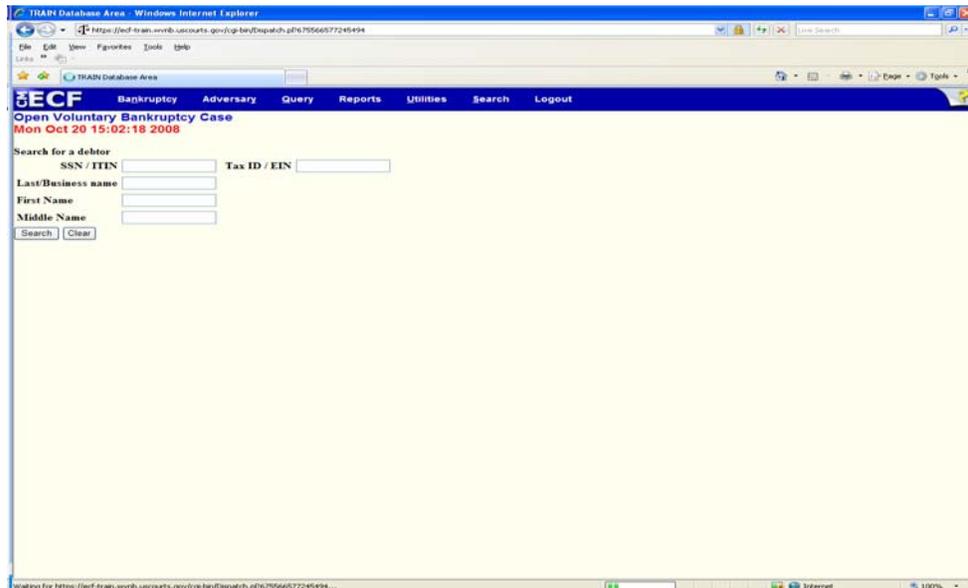


Figure 3

- ◆ The Case Type will reflect **bk**.
- ◆ The current date will always be displayed in the **Date Filed** field. This date cannot be changed. The file date of the petition will be the current date.
- ◆ Click the down arrow to reveal the list of available **Chapter** options. Click to select the appropriate chapter.
- ◆ Click the down arrow to reveal the list of **Joint Filing** options. The default value for **Joint Petition** is **n** (no) meaning this is not a joint (husband and wife) filing. Accept the default, or click to select '**y**' to indicate the filing includes both a male and female debtor.
- ◆ If there are any required items missing from the petition, change the **Deficiencies** box from **n** to **y**. A deficiency list will then be presented on a later screen.
- ◆ When this screen is correct, click **[Next]** to continue.

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



The screenshot shows a web browser window with the URL <https://ecf-tran.wvrb.uscourts.gov/cgi-bin/dispatch.pl?75566577245494>. The page header includes 'ECF Bankruptcy Adversary Query Reports Utilities Search Logout'. The main content area displays 'Open Voluntary Bankruptcy Case' and 'Mon Oct 20 15:02:18 2008'. Below this is a search form for a debtor with the following fields: SSN / ITIN, Tax ID / EIN, Last/Business name, First Name, and Middle Name. There are 'Search' and 'Clear' buttons at the bottom of the form.

Figure 4

- ◆ This screen is for you to enter the parties in the case. Before you add the debtor, or any party, you should search the database to see if that party already exists in the database from another case, to eliminate duplicate records in the system. You can search by Social Security Number, Individual Taxpayer Identification Number, Tax Identification Number, Employer Identification Number, Last Name or Business Name.
 - You can enter the last name to search the database. If this is a business filing, enter the first word or significant words of the business name to search. The entire business name is stored in the **Last/Business name** field. The field size is 200 characters.

Search Hints

- Enter one field of data for each search.
- Format Social Security Number or TaxID with hyphens.
- Include punctuation. (Garcia-Carrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son,Gr?y)

NOTE: The entire name of businesses resides in the **Last/Business** field. Therefore, for business filings, entering the first part of the name may be sufficient to find a match.

STEP 5 If there are no matches, the system will return a **No Person Found** message. (See **Figure 5a.**)



Figure 5a

NOTE: Your name search may find more than one record having the same name as shown in **Figure 5b**. Clicking on each of the names will display a window showing the party's address information for verification.

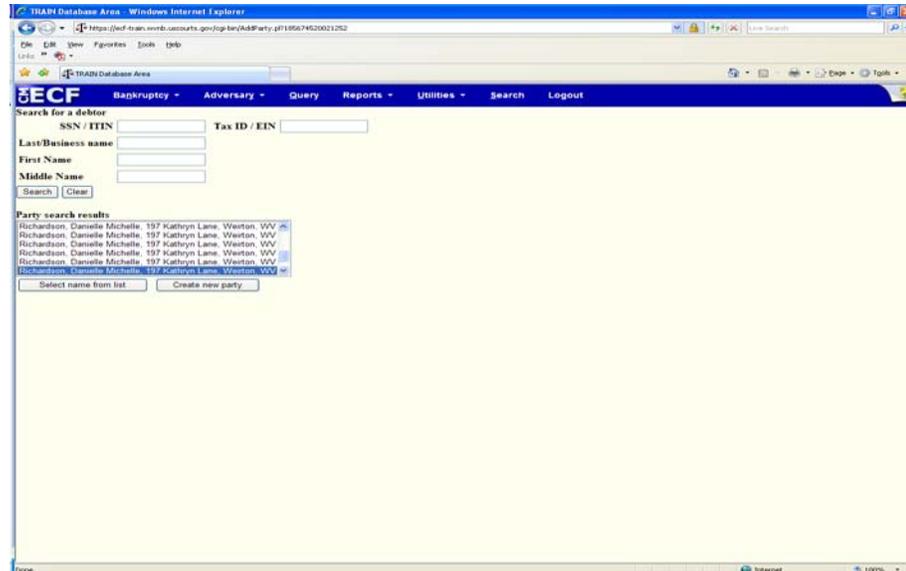


Figure 5b

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

NOTE: If the information you entered to search finds a match, it is **very** important to verify that the social security number of the matching party name and address is correct. If you choose this as a match for your debtor, you will have no opportunity to modify the social security number. If the name and address are correct, **but** the social security number does **not** match, do **not** choose this as a match; add a new party.

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

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

The screenshot shows a web browser window titled "TRAN Database Area - Windows Internet Explorer". The address bar displays "https://ecf-tran.web.courts.gov/cgi-bin/Adversary.pl?10400359462846_261_0-1". The page header includes the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Debtor Information" and contains a form with the following fields:

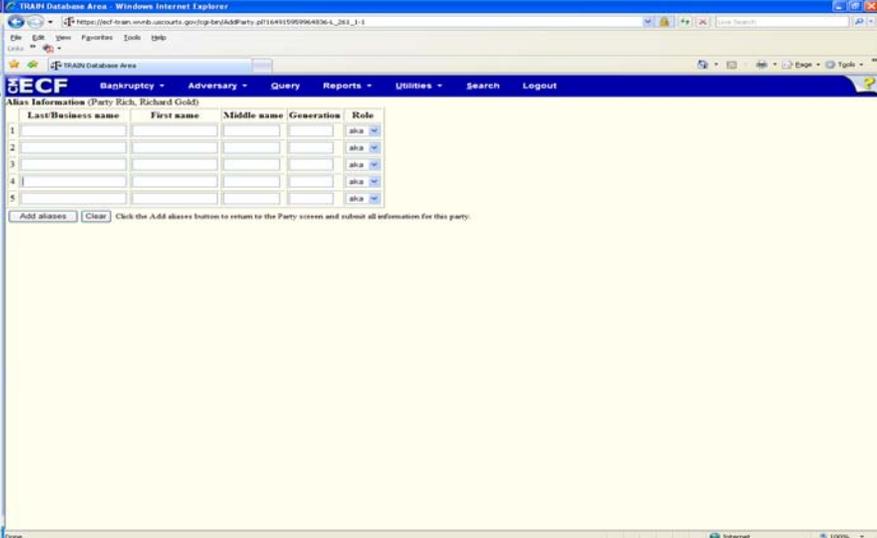
- Last name (Rich)
- Middle name
- SSN / ITIN (222-11-1234)
- Office
- Address 2
- City
- County (dropdown menu)
- Phone
- E-mail
- Party text
- First name
- Generation
- Title
- Tax ID / EIN (11-222222)
- Address 1
- Address 3
- State
- Zip
- Country
- Fax

At the bottom of the form, there is an "Alias" section with a "Corporate parent / affiliate" checkbox and a "Review..." button. A note states: "Add all aliases and corporate parents or affiliates before clicking the Submit button." Below this are "Submit", "Cancel", and "Clear" buttons.

Figure 6a

- ◆ As shown on the petition, enter the following information:
- ◆ Debtor's **Last Name** (If the debtor is a business, enter the full business name in the **Last Name** field.)
- ◆ Debtor's **First Name**
- ◆ Debtor's **Middle Name**
- ◆ Debtor's **Generation**, if applicable (Jr., Sr., III, II, etc.)
- ◆ Debtor's **Title**, if applicable (MD, PHD, etc.)
- ◆ **SSN** (Social Security Number) **ITIN** (Individual Taxpayer Identification Number), **Tax ID** (if the debtor is a business) or **EIN** (Employer Identification Number)
- ◆ The **Office** box may be used to indicate the office name of a business debtor. (This field is used infrequently.)

- ◆ Use **Address 1, Address 2 and Address 3** lines to type the debtor's mailing address as shown on the petition.
- ◆ Type **City, State** and **Zip** information.
- ◆ Click the down arrow to reveal the list of **County** options. Click to highlight the county shown on the petition. (Type the first letter of the county name for a faster search.)
- ◆ It is not necessary to enter a **Country** name unless the country of the debtor's residence is **not** the United States.
- ◆ Do **not** enter **Phone, Fax** and **E-Mail** information of the debtor.
- ◆ The **Party Text** box can be used to add additional descriptive nature to the debtor's name. For example: If the debtor was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.
- ◆ If this debtor has any aliases, click [**Alias**] to enter the alias information.
- ◆ The **Alias** screen displays. (See Figure 6b)



	Last/Business name	First name	Middle name	Generation	Role
1					alias
2					alias
3					alias
4					alias
5					alias

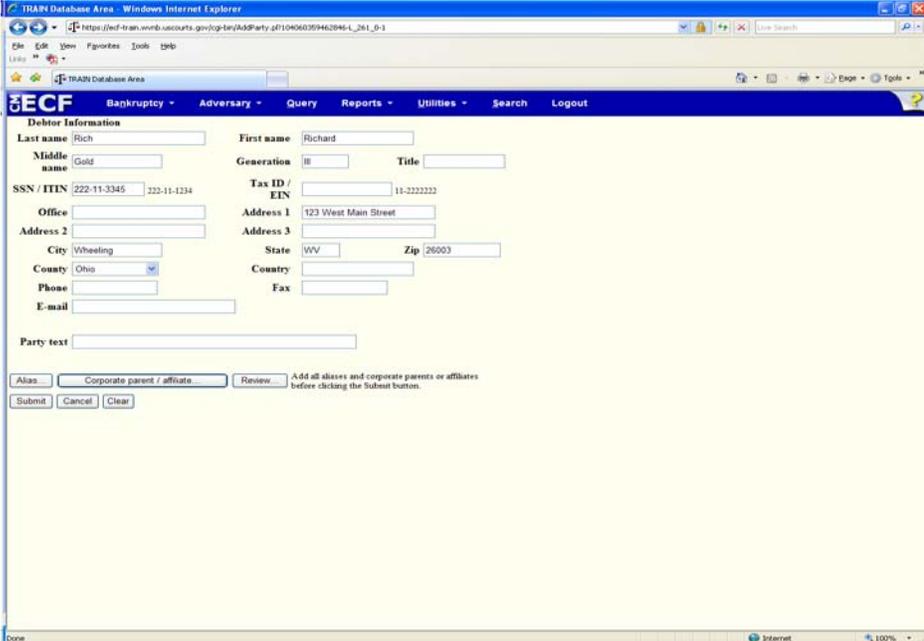
Click the Add aliases button to return to the Party screen and submit all information for this party.

Figure 6b

NOTE: Do not use special characters such as parentheses, brackets, percent signs, ampersands and in care of's.

- ◆ You can enter up to five alias names at a time.
- ◆ Click the down arrow to reveal the list of options in the **Role** category. They include aka, dba, fdba, and fka. Click to select the appropriate **Role** type for each alias entered.
- ◆ Click **[Add aliases]** to submit.
 - ◆ If you make a mistake during the addition of aliases, click **[Clear]** to begin again.
 - ◆ If you have more than five aliases to add for this debtor, click **[Add aliases]** to add the first five. Then click **[Alias]** again to submit additional aliases. This may be done as often as necessary until all aliases are added to the system.

STEP 7 The **PARTY INFORMATION** screen reappears. (See **Figure 7a**.)



The screenshot shows a web browser window titled "ECF Database Area - Windows Internet Explorer". The address bar shows a URL starting with "https://ecf-train.wvnc.uscourts.gov/cgi-bin/AddParty.pl?1104060359462896-L_261_0-3". The page has a blue header with the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Debtor Information" and contains a form with the following fields and values:

Last name	Rich	First name	Richard
Middle name	Gold	Generation	III
SSN / ITIN	222-11-3345	Tax ID / EIN	11-222222
Office		Address 1	123 West Main Street
Address 2		Address 3	
City	Wheeling	State	WV
County	Ohio	Zip	26003
Phone		Country	
E-mail		Fax	
Party text			

At the bottom of the form, there are buttons for "Alias", "Corporate parent / affiliate", "Review", "Submit", "Cancel", and "Clear". A note below the buttons reads: "Add all aliases and corporate parents or affiliates before clicking the Submit button."

Figure 7a

- ◆ If applicable, select the Corporate Parent option and enter information
- ◆ Verify the debtor information shown.
- ◆ Once all debtor, Corporate Parent and alias information has been added, click **[Review]** to review the information for this debtor. **(See Figure 7b.)**

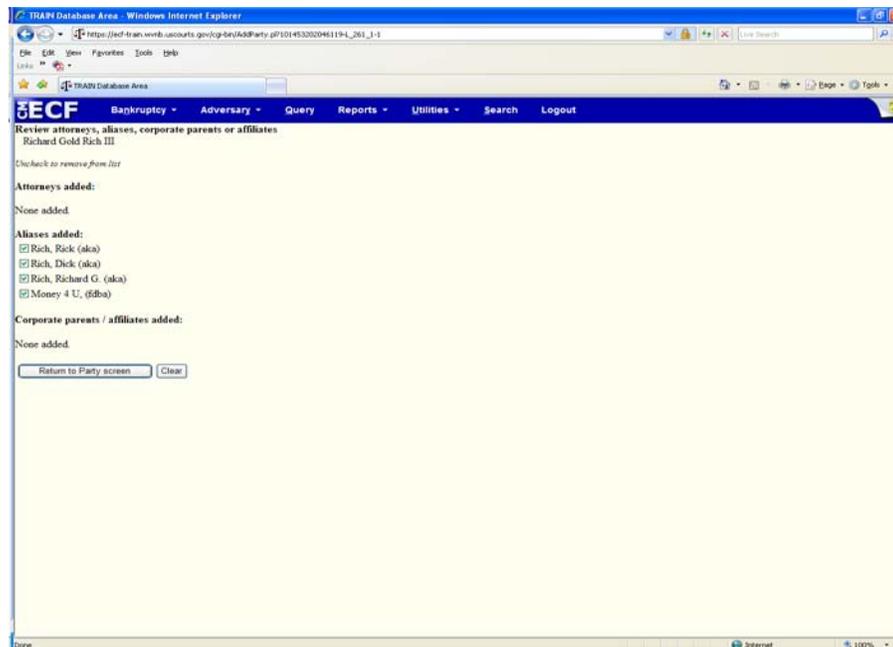


Figure 7b

- ◆ You will see the aliases that have been added.
 - ◆ This is where you must delete an incorrectly entered Alias. An alias cannot be edited. If there is anything incorrect about the alias entry, delete it here by clicking **[Clear]** to remove all checked aliases. Then select **[Return to Party screen]**, and click **[Alias]** to re-enter the correct alias information.
 - ◆ You will note that in the **Attorney(s) added:** section this message **None added.** will display. CM/ECF knows who you are, based upon your attorney login, and will add you as the attorney for the debtor.
 - ◆ Click **[Return to Party screen]** to continue.
 - ◆ When all the information is correct, click **[Submit]** to continue.
- NOTE:** If this were a joint debtor filing, a **JOINT DEBTOR PARTY** screen would appear next. Repeat Steps 4 through 7 for the Joint Debtor. You will notice that the address of the debtor will populate

NOTE: If this is a joint filing but was not indicated as such, or if this was inadvertently marked as a joint filing and there is no joint debtor, return to Step 1 and begin again.

STEP 8 A screen will display with the debtor's divisional office which is based on the debtor's county of residence. Select [Next]. **(See Figure 8.)**

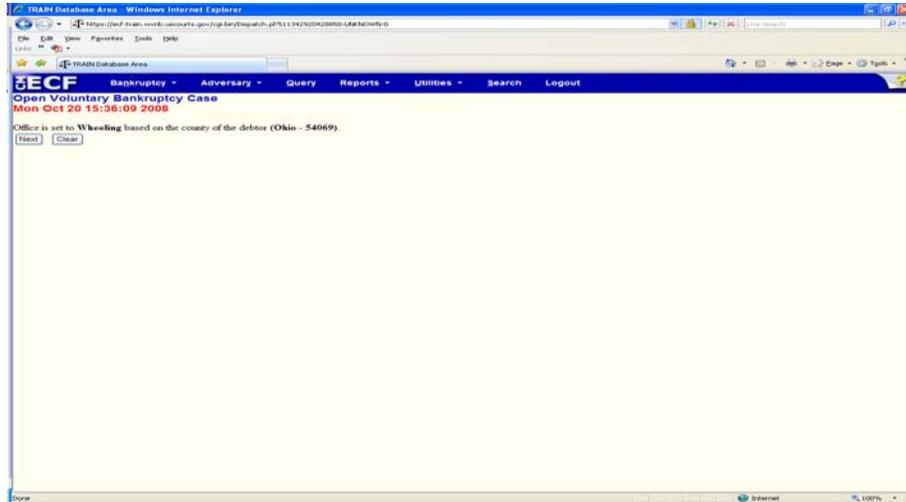


Figure 8

STEP 9 The STATISTICAL DATA screen appears next. **(See Figure 9.)**

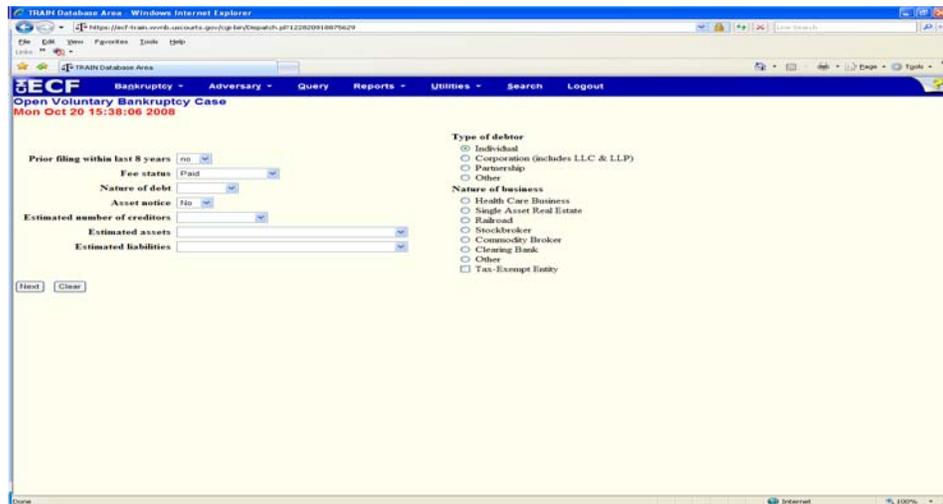


Figure 9

-
-
- ◆ Select the **Type of Debtor** by clicking in the appropriate box(es).
 - ◆ **Prior filing within last 8 years:** Select **no** or **yes**
 - ◆ The **Fee Status** values are Installment, Paid, Fee Not Paid, and IFP Filing Fee Waived. If the petition is accompanied by an Application to Pay Filing Fees in Installments, you would select Installment from the pick list box. If an Informa Pauperis Affidavit accompanied the petition, select IFP Filing Fee.
 - ◆ Designate the **Nature of Debt** as Consumer or Business. If the debtor has "dba's", select business. It is also necessary to select **Nature of Business** if Business was designated under **Nature of Debt**.
 - ◆ Select **no** or **yes** for **Asset Notice**
 - ◆ If the filing is a Chapter 9, 11, 12 or 13 petition, click to highlight **y** for an **asset** case.
 - ◆ If the filing is a Chapter 7 petition, accept the default **n** for a **no asset** case.
 - ◆ Select the **Estimated Number of Creditors**.
 - 1-49
 - 50-99
 - 100-199
 - 200-999
 - 1,000-5,000
 - 5,001-10,000
 - 10,001-25,000
 - 25,001-50,000
 - 50,001-100,000
 - over 100,000
 - ◆ Select the correct dollar range for **Estimated Assets**.
 - \$0 to \$50,000
 - \$50,001 to \$100,000
 - \$100,001 to \$500,000
 - \$500,001 to \$1 million
 - \$1,000,001 to \$10 million
 - \$10,000,001 to \$50 million
 - \$50,000,001 to \$100 million
 - \$100,000,001 to \$500 million
 - \$500,000,001 to \$1 billion
 - More than \$1 billion

- ◆ Select the correct dollar range for **Estimated Liabilities**:
 - \$0 to \$50,000
 - \$50,001 to \$100,000
 - \$100,001 to \$500,000
 - \$500,001 to \$1 million
 - \$1,000,001 to \$10 million
 - \$10,000,001 to \$50 million
 - \$50,000,001 to \$100 million
 - \$100,000,001 to \$500 million
 - \$500,000,001 to \$1 billion
 - More than \$1 billion

- ◆ Click **[Next]** to continue.

STEP 10 Summary of Schedules Screen displays. (See Figure 10.)

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
B - Personal Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
D - Creditors Holding Secured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
E - Creditors Holding Unsecured Priority Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
F - Creditors Holding Unsecured Nonpriority Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average Income (from Schedule I, Line 16)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average Expenses (from Schedule J, Line 18)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Monthly Income (from Form 22A Line 12, OR, Form 22B Line 11, OR, Form 22C Line 20)	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Next Clear

Figure 10

- ◆ Complete all white fields using Schedules A, B, D, E, F, I, J, Form 22 and Form 6 Statistical Summary
- ◆ The total Dischargeable Debt will compute.
- ◆ Click **[Next]** to continue

Step 11 If you have selected **y** for **Deficiencies** on the case data screen, the **Deficiency List** screen will appear.

NOTE: This list will vary by chapter.

- ◆ Check the check box for each item that is not included with the petition. The items chosen will be reflected in the Final Docket Text.

NOTE: The Court will issue a deficiency notice.

- ◆ Click **[Next]** to continue.

STEP 12 The **SELECT THE PDF DOCUMENT** screen appears. (See Figure 12.)

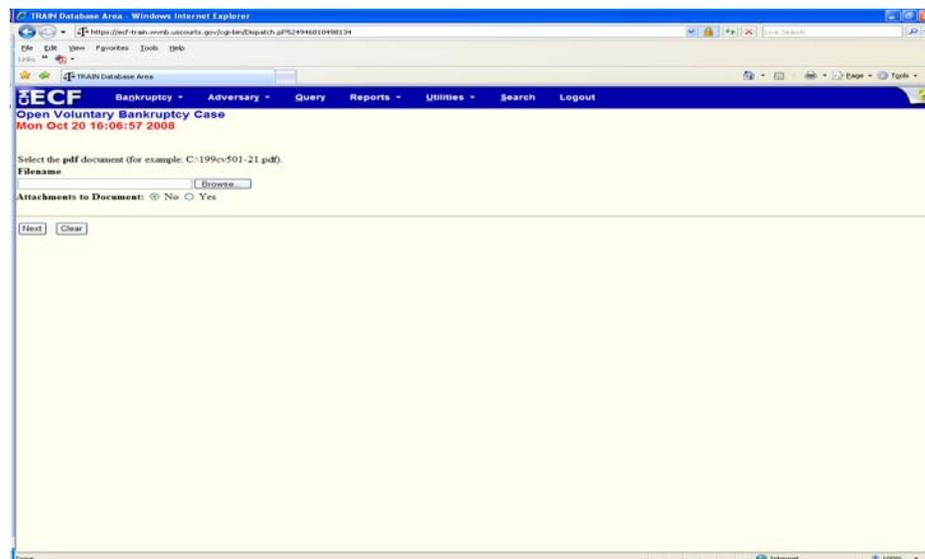


Figure 12

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

- ◆ Click [**Browse**], then click on the down arrow ▼ for the **Files of type** field.
- ◆ In the drop-down box, click on **Acrobat (*.pdf)**.
- ◆ Navigate to the directory where the appropriate PDF file is located.
- ◆ Highlight the file. Then right click with your mouse and select **Open** to verify the contents of the document. If this is the correct file, double-click the PDF file to select it.
- ◆ Accept the default setting of **No** for the **Attachments to Document** radio buttons. Attachments will be covered in another module.
- ◆ Click [**Next**]

STEP 13 The **INCOMPLETE FILINGS DEADLINES** screen is presented, showing the due date for the missing schedules A-J.

- ◆ The deadline for filing the missing documents is calculated and displayed. This will print on the final docket text and will exist as a schedule record for queries and reports.
- ◆ Deadlines will vary by court. The court will monitor deadlines for compliance and will verify deficiencies.
- ◆ Click [**Next**] to continue.

STEP 14 **Presumption Arises** Screen Displays. Select **no** or **yes**. (See Figure 14.)

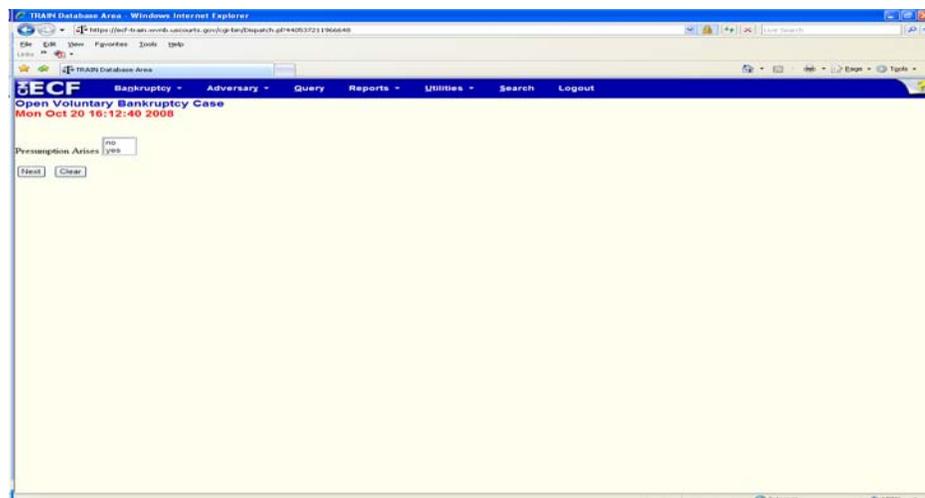


Figure 14

- ◆ Click **[Next]** to continue.

STEP 15 The **RECEIPT #** screen appears. (See Figure 15.)



Figure 15

- ◆ If the filing fee is being paid in installments, you will have an opportunity to enter the amount accompanying the bankruptcy petition as your initial payment.
- ◆ Click **[Next]** to continue.

STEP 16 The **FINAL DOCKET TEXT** screen appears. (See Figure 16.)



Figure 16

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

- ◆ Proof this screen carefully! This is what will print on the docket sheet.
- ◆ If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified, make the correction, and continue through the event.
- ◆ To abort or restart the transaction, click on the Bankruptcy hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ The case number will now be assigned. Click **[Next]** to continue.

STEP 17 The Payment Screen Displays. (See Figure 17a)

- ◆ You may elect to **Pay Now** or **Continue Filing**.
- ◆ Complete all fields with a red asterick if you have elected to **Pay Now**. (See **Figure 17b.**)

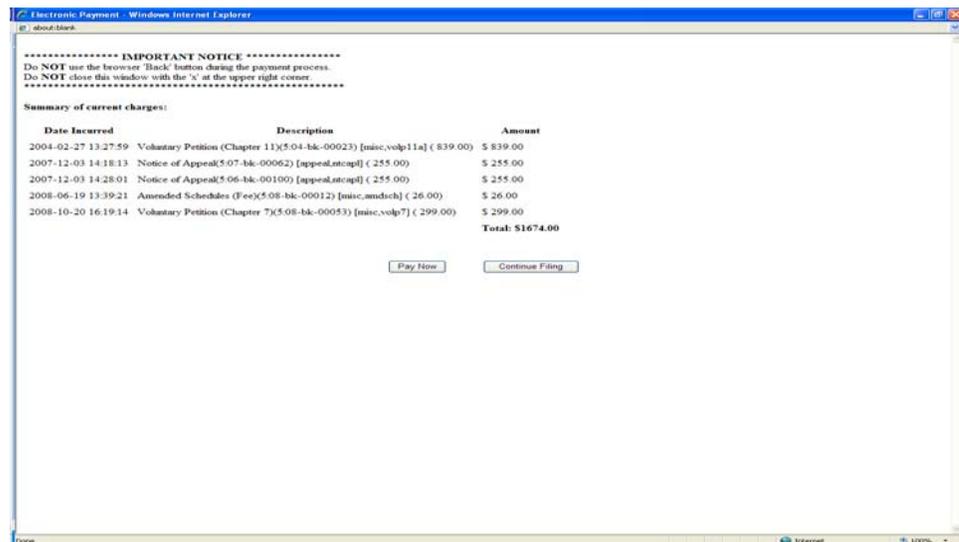


Figure 17a

Online Payment Windows Internet Explorer
 https://www.pawson.com/OnlinePayment/OnlinePayment.aspx

Online Payment [Return to your original application](#)

Step 1: Enter Payment Information
 Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: WVNB Test Attorney *

Payment Amount: \$1,624.00 *

Billing Address: 101 Some Street *

Billing Address 2: *

City: *

State / Province: *

Zip / Postal Code: 26003 *

Country: United States

Card Type: VISA

Card Number: *

Security Code: *

Expiration Date: */ *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 17b

STEP 18

The **NOTICE OF ELECTRONIC FILING** screen displays.
 (See Figure 18.)

- ◆ This **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document.
- ◆ Make a note of the case number, which appears in blue. Clicking on the case number hyperlink on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hyperlink will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save As**.
- ◆ You may also save the notice through the browser **File/Save** option.
- ◆ A hypertext link for the Notice of Bankruptcy Case Filing appears at the top of this notice. Clicking on this hypertext link reveals a notice summarizing the pertinent details and participants in this case.

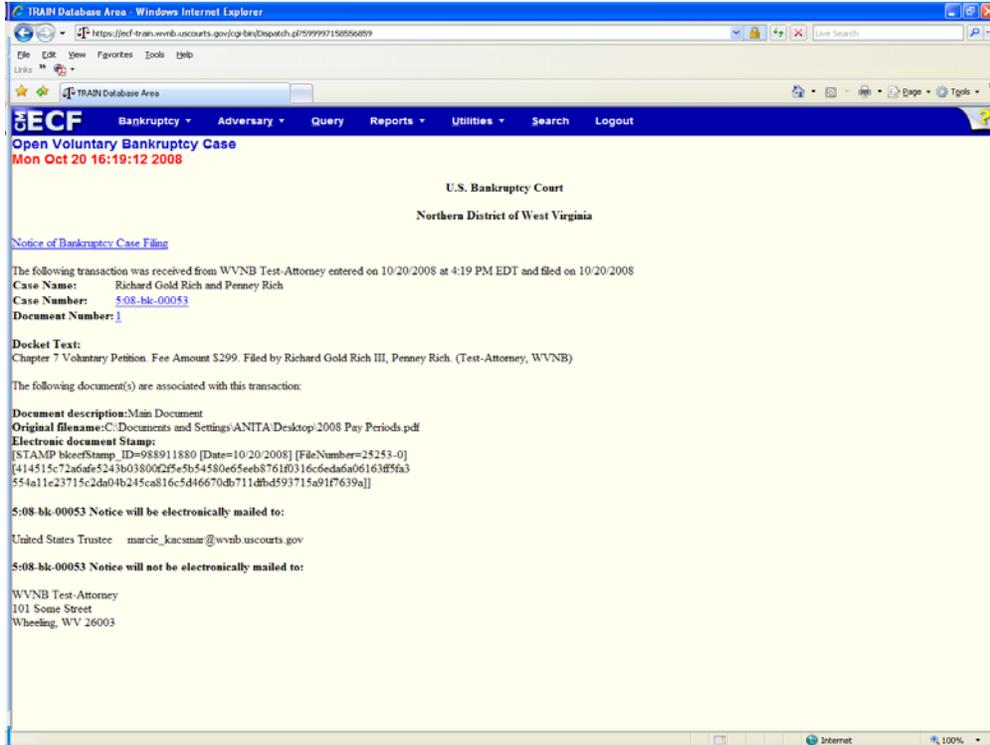


Figure 18

Filing Schedules

This process shows the steps and screens required for an attorney to electronically file the schedules not filed with the bankruptcy petition.

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



Figure 1

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

◆ Click the Other hyperlink.

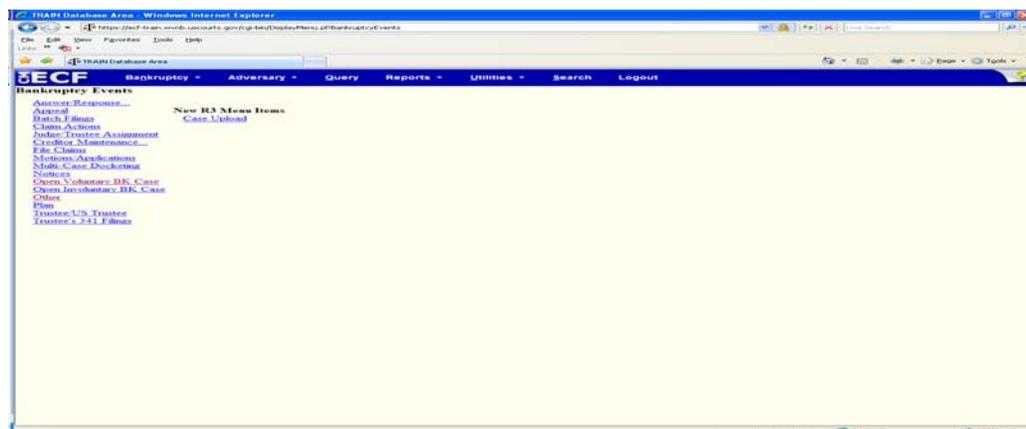


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

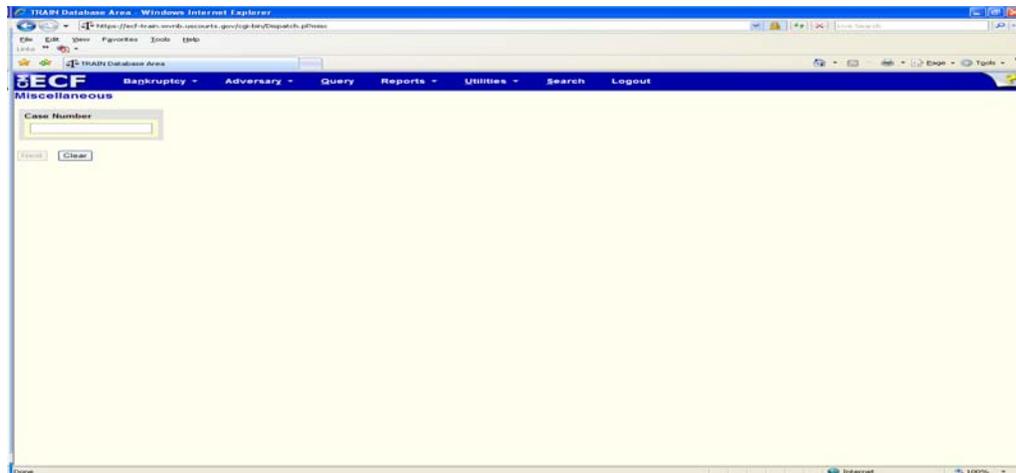


Figure 3

STEP 4 The following screen displays. (See Figure 4.)

- ◆ Using the up and down arrows to the right of the box, scroll the options to highlight the type of documents being filed.
- ◆ For a Chapter 7 petition, required documents are Exhibit D, Statement of Financial Affairs, Schedules A-J, Summary of Schedules and Statistical Summary of Certain Liabilities, Declaration Concerning Debtor's Schedules, Disclosure of Compensation of Attorney for Debtor, Statement of Intent, Notice to Individual Consumer Debtor, and Form B22A Means Test.
- ◆ For a Chapter 13 petition, required documents are Exhibit D, Statement of Financial Affairs, Schedules A-J, Summary of Schedules and Statistical Summary of Certain Liabilities, Declaration Concerning Debtor's Schedules, Disclosure of Compensation of Attorney for Debtor, Notice to Individual Consumer Debtor, and Form B22C Means Test.
- ◆ Additional documents required in a Chapter 11 petition are Equity Security Holders and 20 Largest Unsecured Creditors
- ◆ Click **[Next]** to continue.

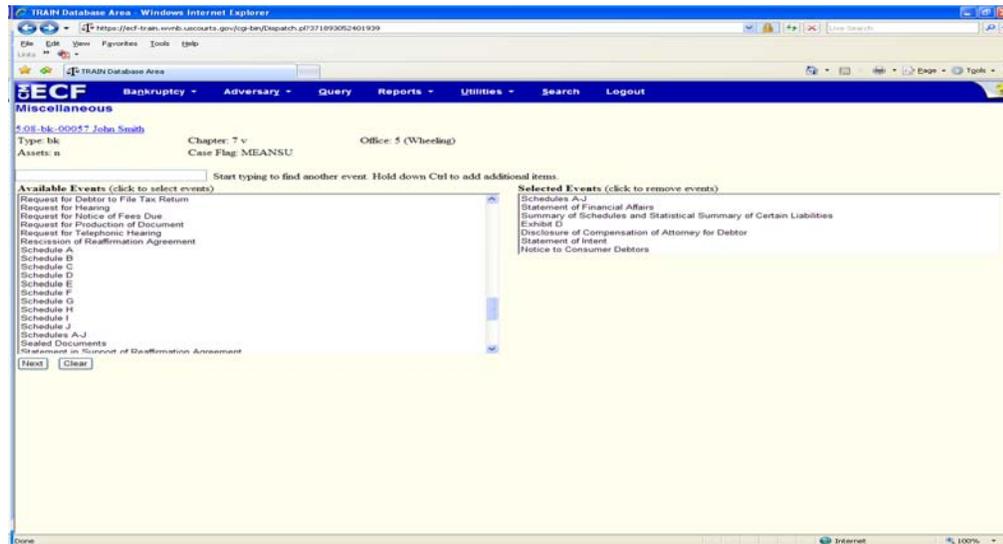


Figure 4

STEP 5 The Joint Filing With Other Attorneys screen displays. (See Figure 5.)

- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click **[Next]** to continue.

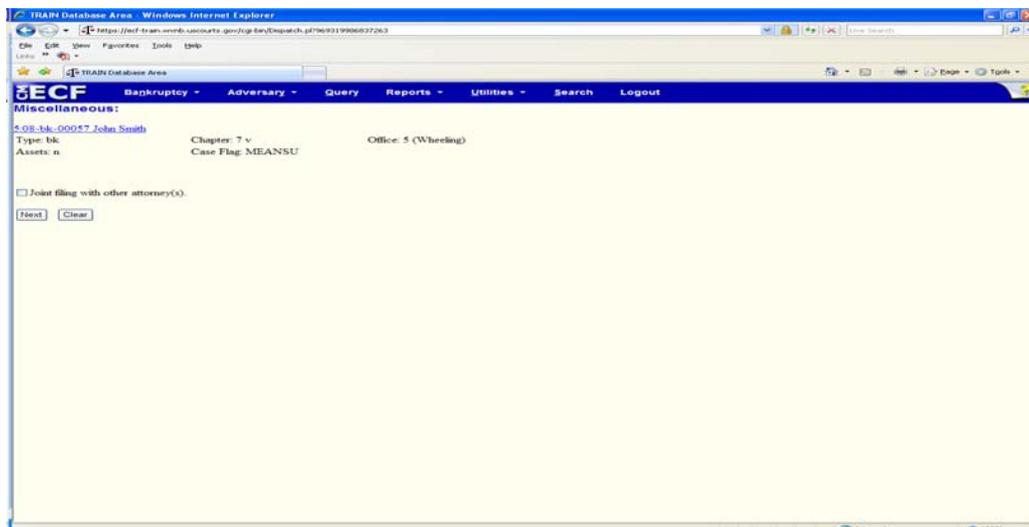


Figure 5

- STEP 6** The **Select the Party** screen displays. (See Figure 6.)
- ◆ Select the debtor(s)
 - ◆ Click **[Next]** to continue.

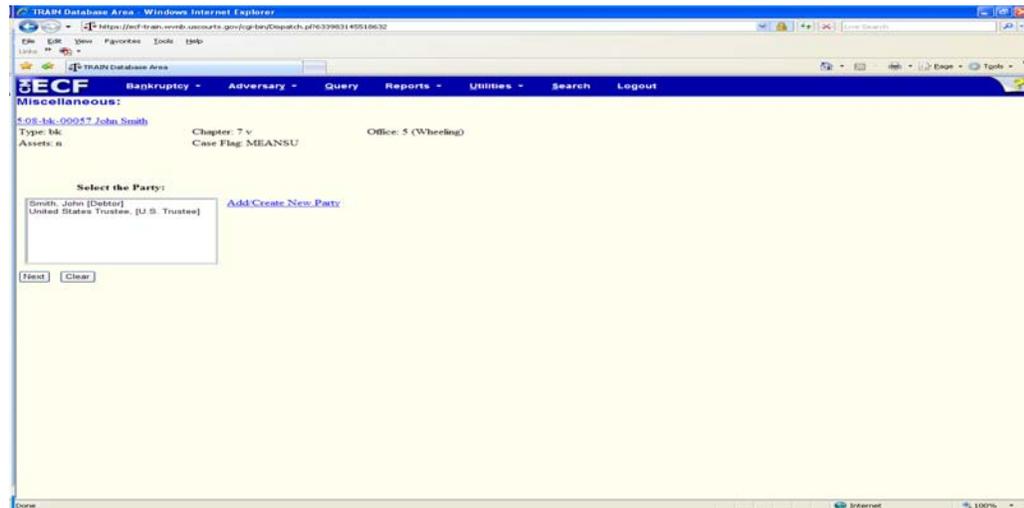


Figure 6

- STEP 7** The **Select the pdf document** screen displays. (See Figure 7.)
- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located. Double-click the PDF file to select it.
 - ◆ In the **File Upload** screen, change **Files of type:** to **All Files(*.*)**.
- NOTE:** If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
 - ◆ Click **[Next]** to continue.

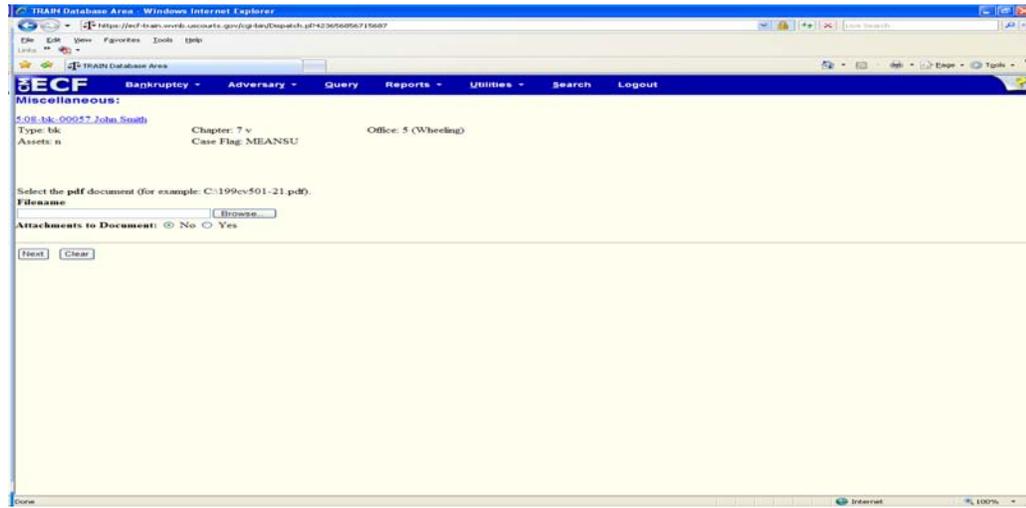


Figure 7

STEP 8 The **Summary of Schedules** screen displays. (See Figure 8.)

- ◆ Complete all white fields using Schedules A, B, D, E, F, I, J, Form 22 and Form 6 Statistical Summary
- ◆ The total Dischargeable Debt will compute.
- ◆ Click **[Next]** to continue.

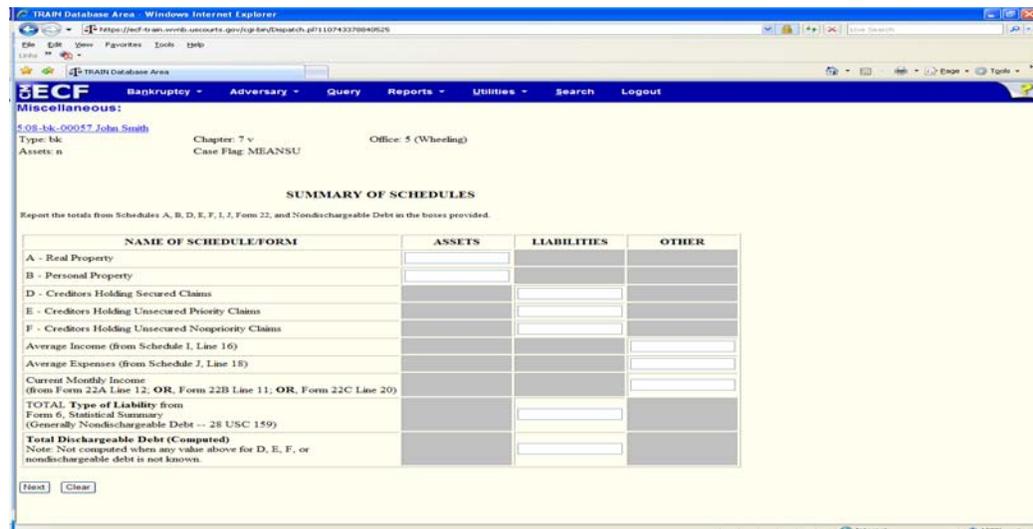


Figure 8

STEP 9 The **Docket Text: Modify as Appropriate** screen displays. (See **Figure 9**.)

- ◆ It should not be necessary to make any additions to docket text.
- ◆ Click **[Next]** to continue.

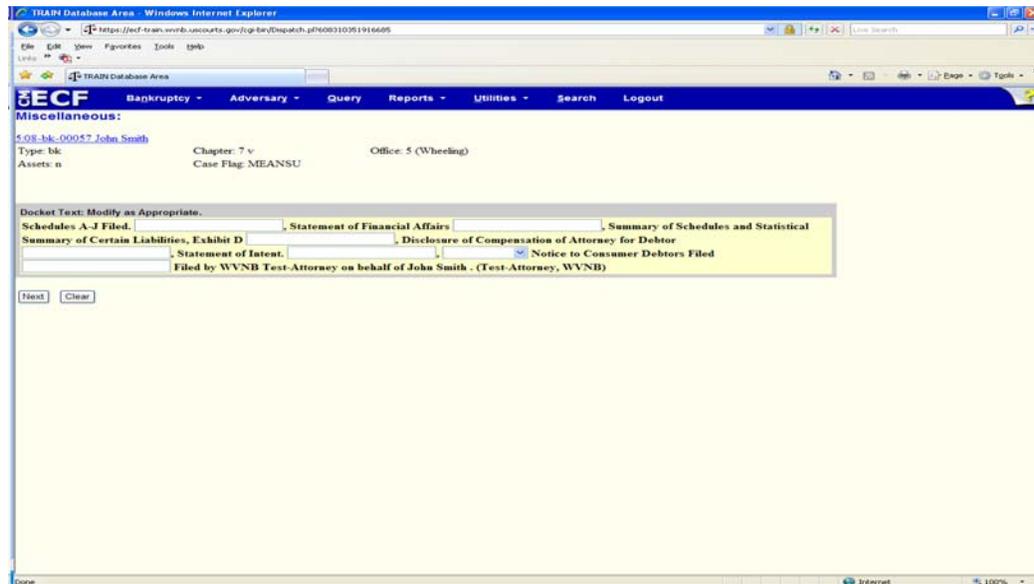


Figure 9

STEP 10 The **Docket Text: Final Text** screen displays. (See **Figure 10**.) This is your **last** opportunity to make corrections to your entry.

- ◆ Verify the final docket text.
- ◆ If correct, click **[Next]** to continue.
- ◆ If the final docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

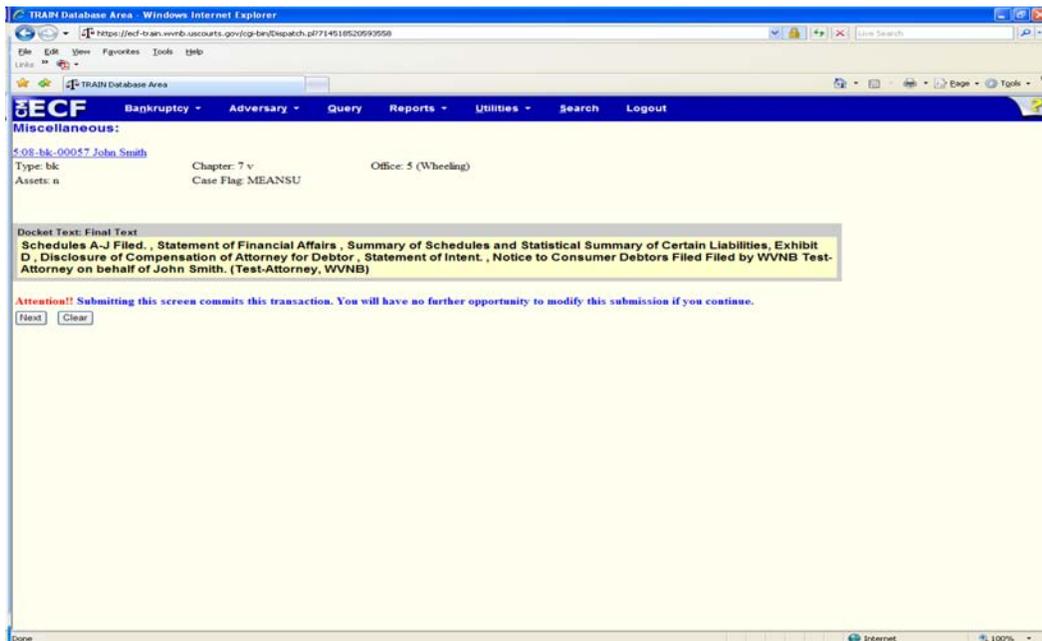


Figure 10

STEP 11 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt. **(See Figure 11.)**

- ◆ The notice will include the following information:
 - ◆ Who filed the document
 - ◆ Date and time
 - ◆ Case name
 - ◆ Case number
 - ◆ Document number
 - ◆ Original filename (pdf)
 - ◆ Electronic document stamp
 - ◆ Electronic mail recipients and manual notice lists

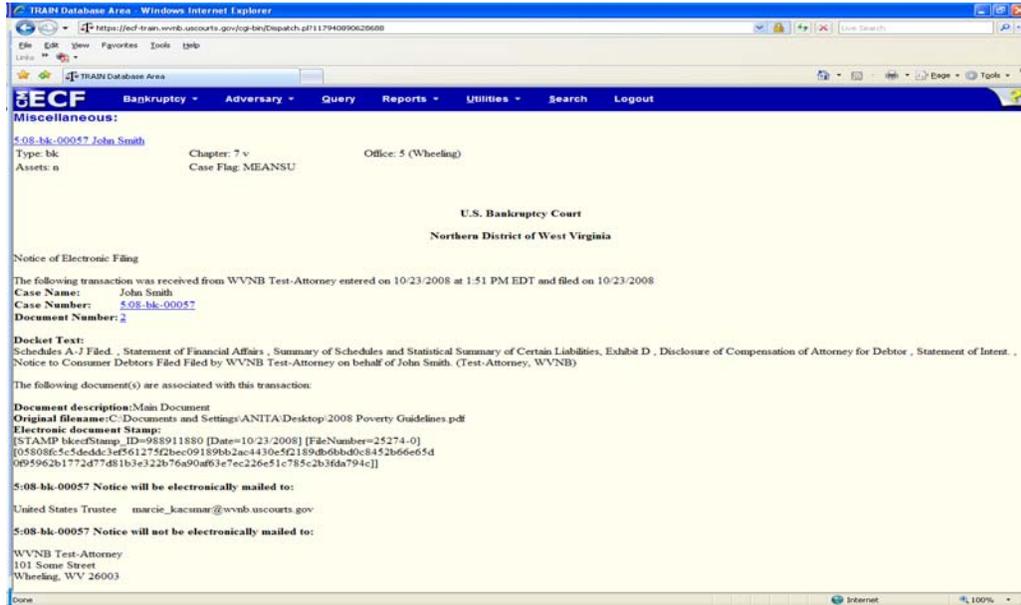


Figure 11

Amended Schedules

This process shows the steps and screens required for attorneys to file Amended Schedules requiring a filing fee and not requiring a filing fee.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF main menu bar. (See Figure 1.)



Figure 1

- STEP 2** Click on the Other hyperlink displayed on the **BANKRUPTCY EVENTS** screen. (See Figure 2.)

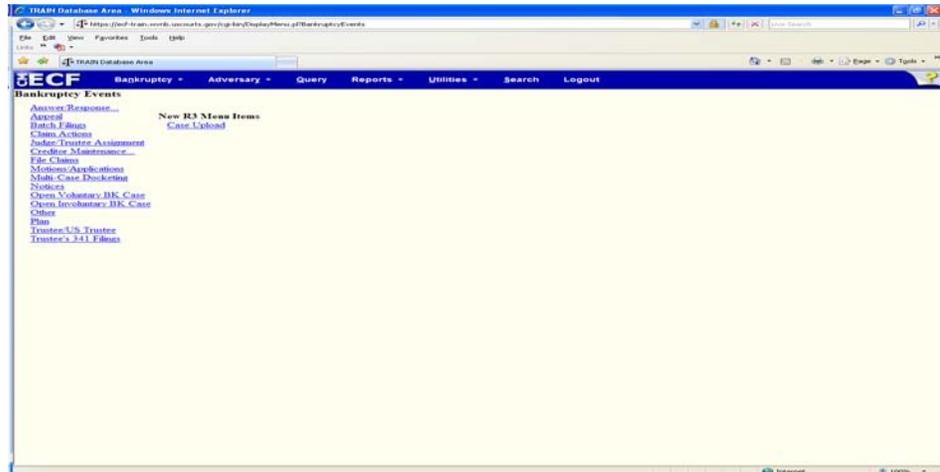


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3a.)

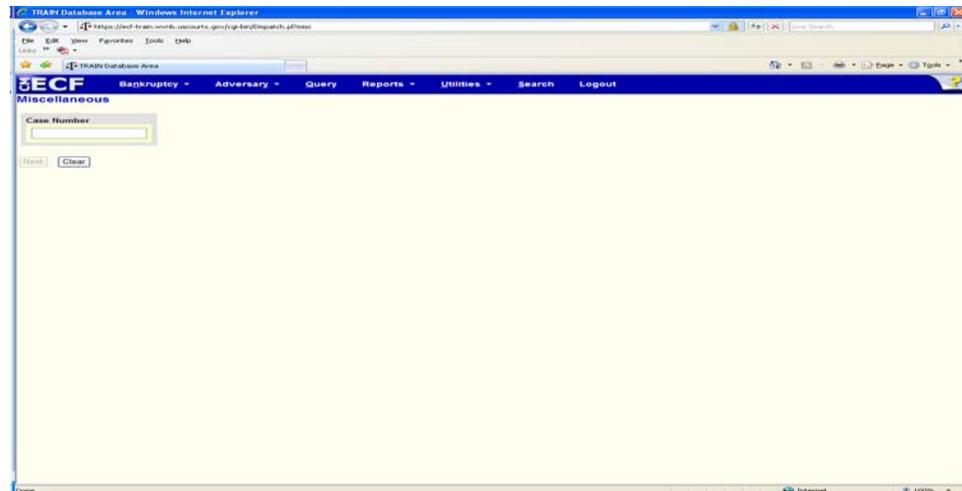
A screenshot of a web browser window titled "TRAIN Database Area - Windows Internet Explorer". The address bar shows the URL "https://ecf-train.worldcourts.gov/cgi-bin/CaseNo.pl#new". The page has a blue header with the "ECF" logo and navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". Below the header, the page is titled "Miscellaneous" and contains a "Case Number" section with a text input field and "Next" and "Clear" buttons.

Figure 3a

◆ Enter the case number (See Figure 3b.)

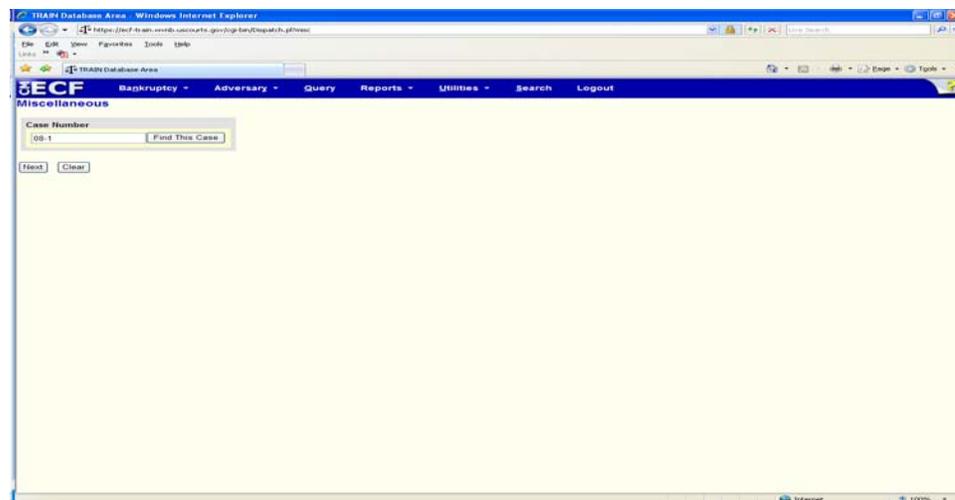
A screenshot of the same web browser window as Figure 3a. The "Case Number" text input field now contains the value "05-1". A "Find This Case" button has appeared to the right of the input field. The "Next" and "Clear" buttons remain below the input field.

Figure 3b

◆ Click **[Next]** to continue.

STEP 4 The following screen displays. (See Figure 4.)

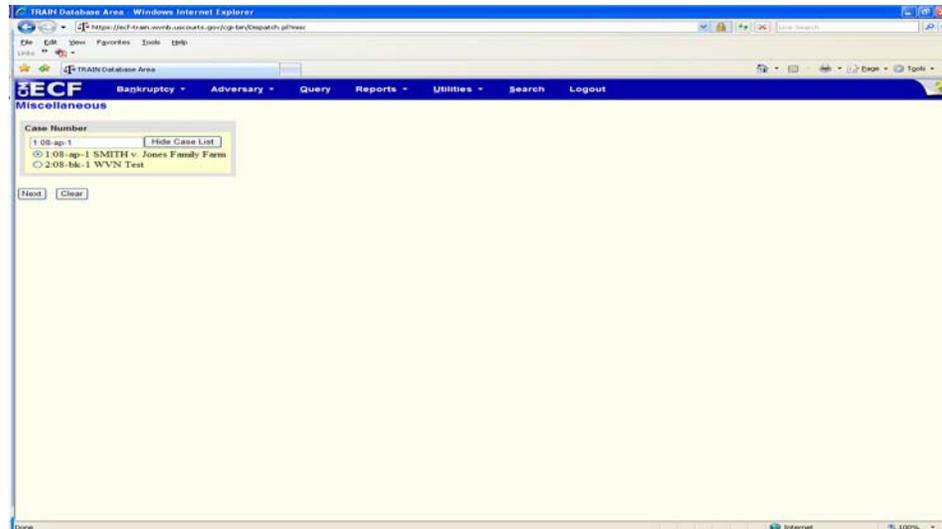


Figure 4

- ◆ Select the applicable bankruptcy case
- ◆ If the case number and name do not match your document, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

Step 5 Select **Amended Schedules (Fee)** OR **Amended Schedules No Fee Required**.

NOTE: If you are amending **both** schedules to add creditors and the matrix to include these-newly added creditors, you will be given the opportunity to include in docket text the **Amended Matrix**.

An amended Summary of Schedules and Statistical Summary Of Certain Liabilities are required to be filed with every amendment.

In this lesson, the debtors' attorney is amending Schedules D, E and F and the mailing matrix to include the newly-added creditors. Amended Schedules (Fee) is selected. (See Figure 5.)

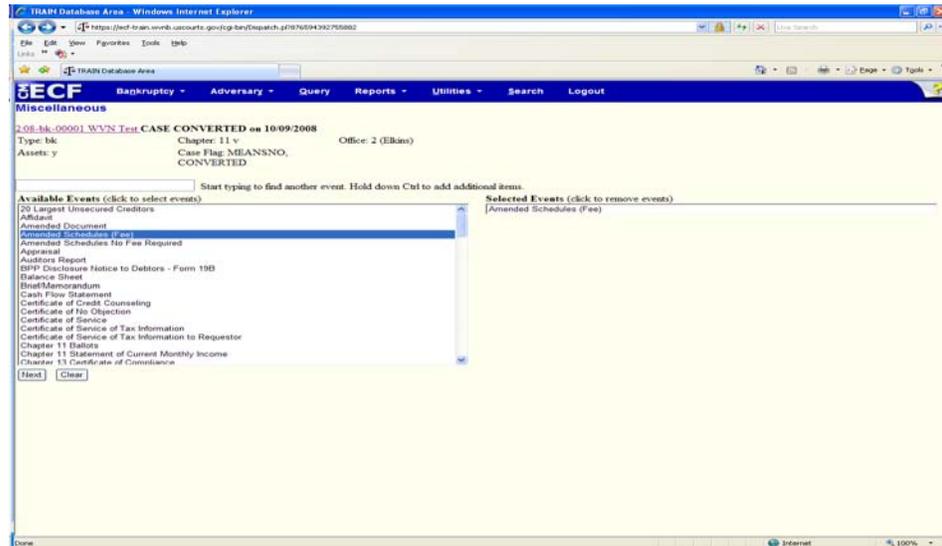


Figure 5

- ◆ Click **[Next]** to continue.

STEP 6: The **Joint Filing With Other Attorneys** screen displays. (See **Figure 6.**)

- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click **[Next]** to continue.



Figure 6

- STEP 7:** The **Select the Party** screen displays. (See Figure 7.) All participating parties in the case will appear on this list.
- ◆ Click to highlight the name of the debtor(s). If the petition is a joint petition, after selecting one of the debtors, hold down the **Ctrl** key to select the joint debtor.
 - ◆ Click **[Next]** to continue.



Figure 7

- STEP 8:** The Summary of Schedules screen displays. (See Figure 8.)
- ◆ Enter amounts in applicable fields that will be revised due to the filing of the amendment(s).
 - ◆ Click **[Next]** to continue.

Miscellaneous:
 2:08-bk-00001 WVN Test CASE CONVERTED on 10/09/2008
 Type: bk Chapter: 11 v Office: 2 (Elkins)
 Assets: y Case Flag: MEANSNO, CONVERTED

SUMMARY OF SCHEDULES
 Report the totals from Schedules A, B, D, E, F, L, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	0.00		
B - Personal Property	0.00		
D - Creditors Holding Secured Claims		0.00	
E - Creditors Holding Unsecured Priority Claims		0.00	
F - Creditors Holding Unsecured Nonpriority Claims		100.00	
Average Income (from Schedule I, Line 16)			0.00
Average Expenses (from Schedule J, Line 18)			0.00
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			0.00
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		0.00	
Total Dischargeable Debt (Computed) <small>Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.</small>		100.00	

Next Clear

Figure 8

STEP 9: The **PDF DOCUMENT SELECTION** screen displays. (See Figure 9.)

- ◆ To associate the imaged document with this entry, select the PDF filename of the objection you are filing.
 - Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files(*.*)** then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the File Upload dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box.
- ◆ The **Attachments to Document** option defaults to **No**. You will have an attachment to this document; click the **Yes** radio button to

STEP 11: The **Add Creditor(s)** screen appears. (See Figure 11.)

- ◆ At this screen, you have the option to enter all new creditors and the corresponding addresses. If you are amending the address of an existing creditor, you would enter the creditor with the current address. These will automatically be uploaded to the creditor matrix.
- ◆ Click **[Next]** to continue.



Figure 11

NOTE: You may bypass this screen and upload the new creditors by using the "Uploading a creditor mailing matrix" which can be found under the Bankruptcy/Creditor Maintenance Menu after this docket entry has been completed. You may also use this option if you are amending the address of an existing creditor.

STEP 12: The **Receipt #** screen displays. (See Figure 12.)

- ◆ Leave the receipt number blank if paying via the internet.
- ◆ ***With Certificate of Service?*** Enter **y** or **n**
- ◆ Click **[Next]** to continue.



Figure 12

STEP 13: The **Docket Text: Modify as Appropriate** screen will display. This screen will allow additional text to be added if applicable. (See Figure 13.)

- ◆ Insert in docket text the Schedules being amended.
- ◆ Click **[Next]** to continue.

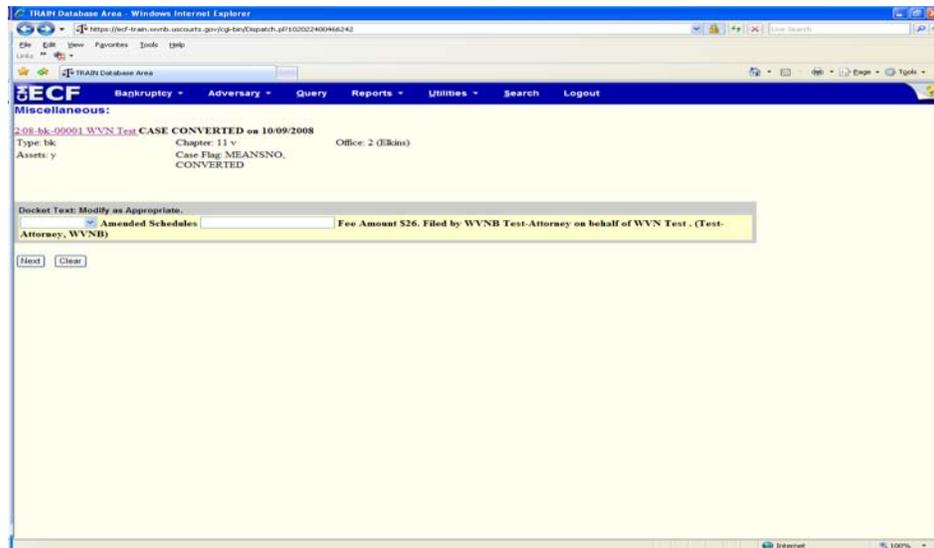


Figure 13

- STEP 14:** The **FINAL DOCKET TEXT** screen appears. (See Figure 14.)
- ◆ Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
 - ◆ If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.



Figure 14

- STEP 15** If you selected Amended Schedules (Fee), the electronic payment screen will display. You will have the opportunity to **Pay Now** or **Continue Filing**. (See Figure 15.)

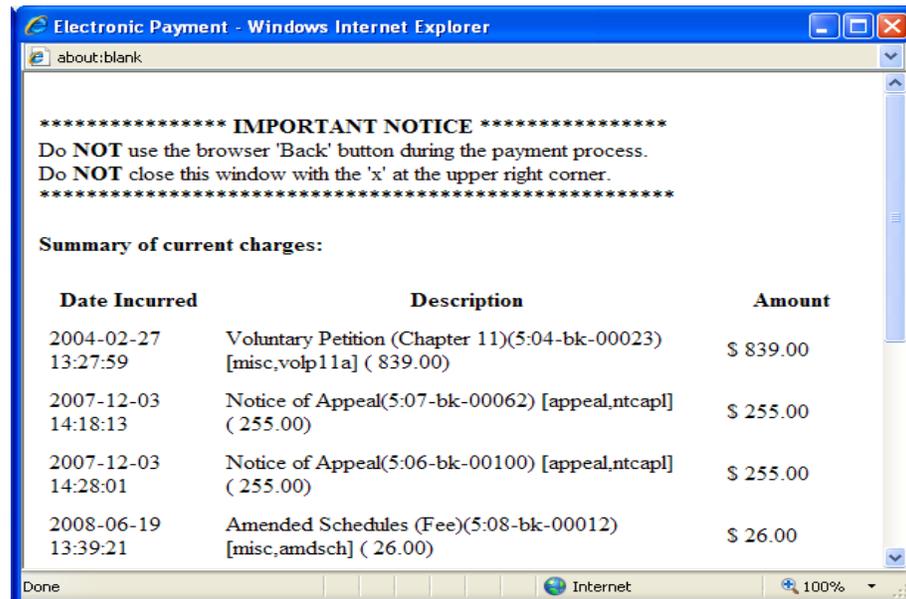


Figure 15

- STEP 16** The **NOTICE OF ELECTRONIC FILING** screen appears.
- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document. **(See Figure 16.)**
 - ◆ The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image.
 - ◆ To print a copy of this notice, click the browser **[Print]** icon.
 - ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
 - ◆ Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice.
 - ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

NOTE TO PUBLIC ACCESS USERS

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.



Figure 16

PLANS

In CM/ECF, plans are docketed as separate events even if filed simultaneously with a voluntary petition as is often the case in chapter 13 filings. This module specifically details how to docket a chapter 13 plan; the same steps would be followed to file a chapter 11 or chapter 12 plan.

Note: Chapter 11 disclosure statement is also docketed through the **Plan** category.

Chapter 13 Plan

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



Figure 1

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

◆ Click the **Plan** hypertext link.



Figure 2

STEP 3 The **Case Number** screen displays. (See Figure 3.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

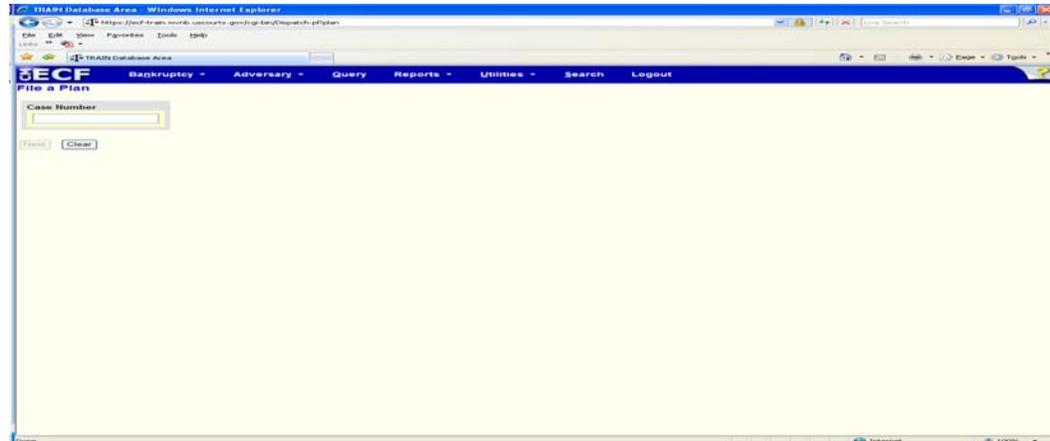


Figure 3

STEP 4 The **Document Selection** screen displays. (See Figure 4.)

- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission
- ◆ Click to highlight **Chapter 13 Plan** in Available Events list.
- ◆ Click **[Next]** to continue.

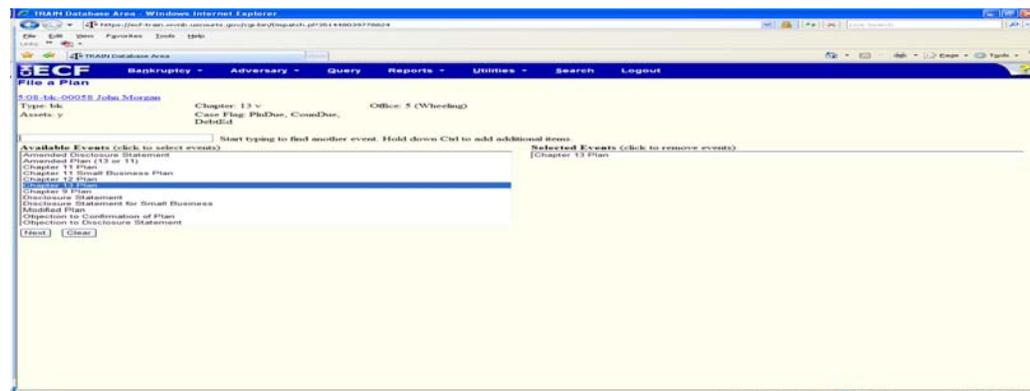


Figure 4

STEP 5 If you are not filing the plan jointly with other attorneys, do not select this screen. (See Figure 5.)

- ◆ Click **[Next]** to continue.

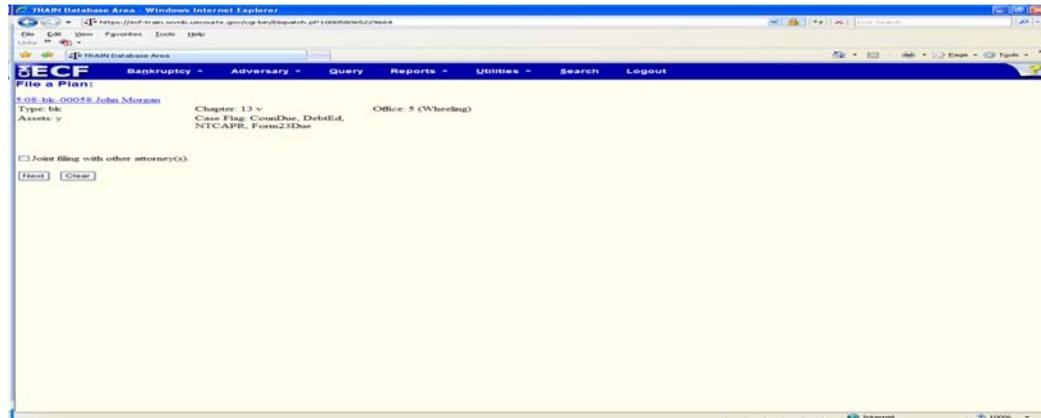


Figure 5

STEP 6 The select the party filer screen appears. (See Figure 6.)

- ◆ Select the debtor(s)
- ◆ Click **[Next]** to continue.

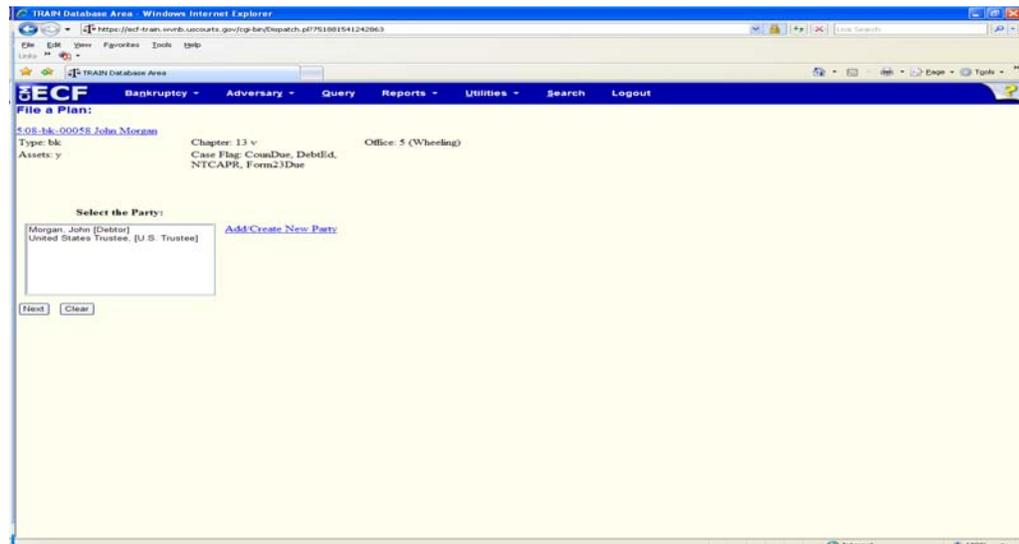
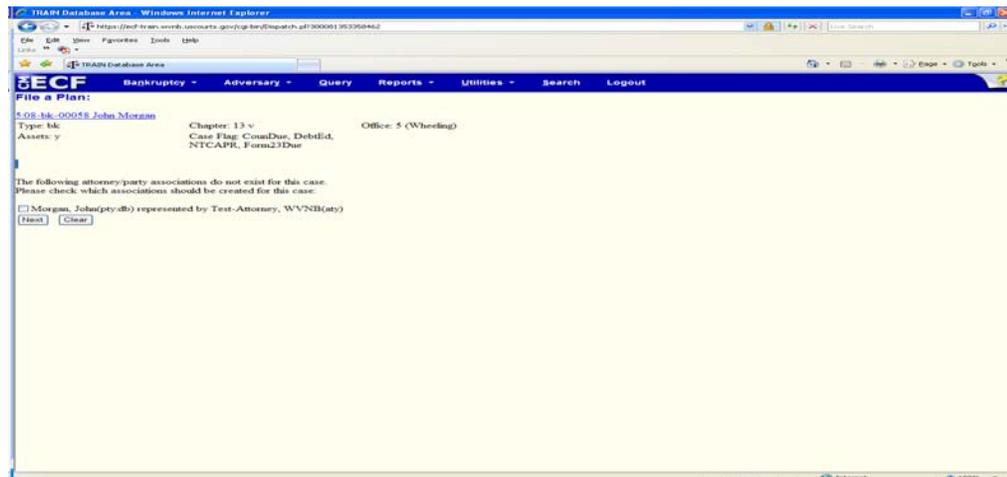


Figure 6

STEP 7 Create attorney/party association (**See Figure 7.**)

- ◆ Click in the box creating this association.
- ◆ Click **[Next]** to continue.

**Figure 7****STEP 8** The **DOCUMENT TYPE SELECTION** screen displays. (**See Figure 8.**)

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(*.*)**.

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

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

TRAM Database Area - Windows Internet Explorer

https://ecf-tram.wvrb.uscourts.gov/cgi-bin/Dispatch.pl?403167719336956

ECF Bankruptcy - Adversary - Query Reports - Utilities - Search Logout

File a Plan:

5:08:ba:00058 John Morzan Chapter: 13 v Office: 5 (Wheeling)
 Type: bk Case Flag: PlaDue, CounDue, DebtId, NTCAPR
 Assets: y

Date document filed (mandatory): 10/24/2008

Enter different document number than would automatically be assigned? No Yes

Document Number:

Select the pdf document (for example: C:\199ev501-21.pdf):
 Filename: Browse...

Attachments to Document: No Yes

Next Clear

Figure 8

STEP 9 The Certificate of Service screen displays. (See Figure 9.)

- ◆ Enter **y** or **n** after ***With Certificate of Service?***
- ◆ Click **[Next]** to continue.

TRAM Database Area - Windows Internet Explorer

https://ecf-tram.wvrb.uscourts.gov/cgi-bin/Dispatch.pl?42260099309567

ECF Bankruptcy - Adversary - Query Reports - Utilities - Search Logout

File a Plan:

5:08:ba:00058 John Morzan Chapter: 13 v Office: 5 (Wheeling)
 Type: bk Case Flag: PlaDue, CounDue, DebtId, NTCAPR
 Assets: y

With Certificate of Service? y or n:

Next Clear

Figure 9

NOTE: The Clerk's Office will include a copy of the Chapter 13 Plan with the notice scheduling the confirmation of Plan hearing.

- STEP 10** The **Docket Text: Modify as Appropriate** screen displays. (See **Figure 10**.)
- ◆ Verify the accuracy of the docket text.
 - ◆ You may enter additional text in the white box if necessary.
 - ◆ Click **[Next]** to continue.

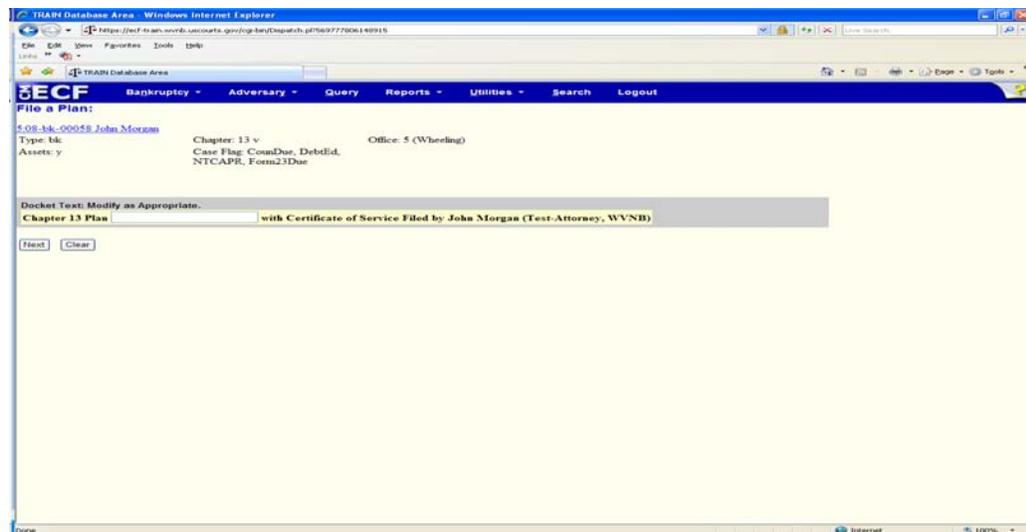


Figure 10

- STEP 11** The Docket Text screen displays. (See **Figure 11**.)
- ◆ Verify the accuracy of the Docket Text.
 - ◆ If the Final Docket Text is **correct**:
 - ◆ Click **[Next]** to continue and officially submit the document.
 - ◆ If the Final Docket Text is **incorrect**:
 - ◆ Click the browser **[Back]** button to find the error(s) and then proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

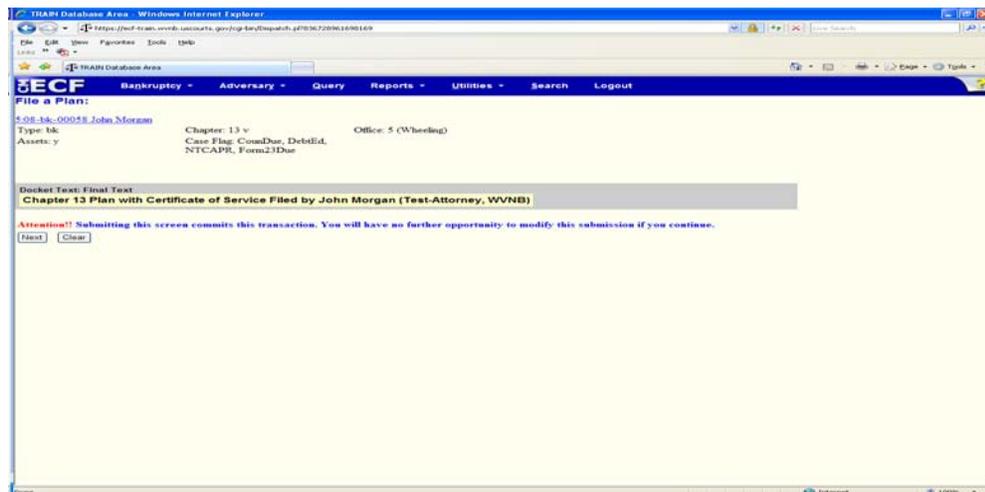


Figure 11

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 12.)

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

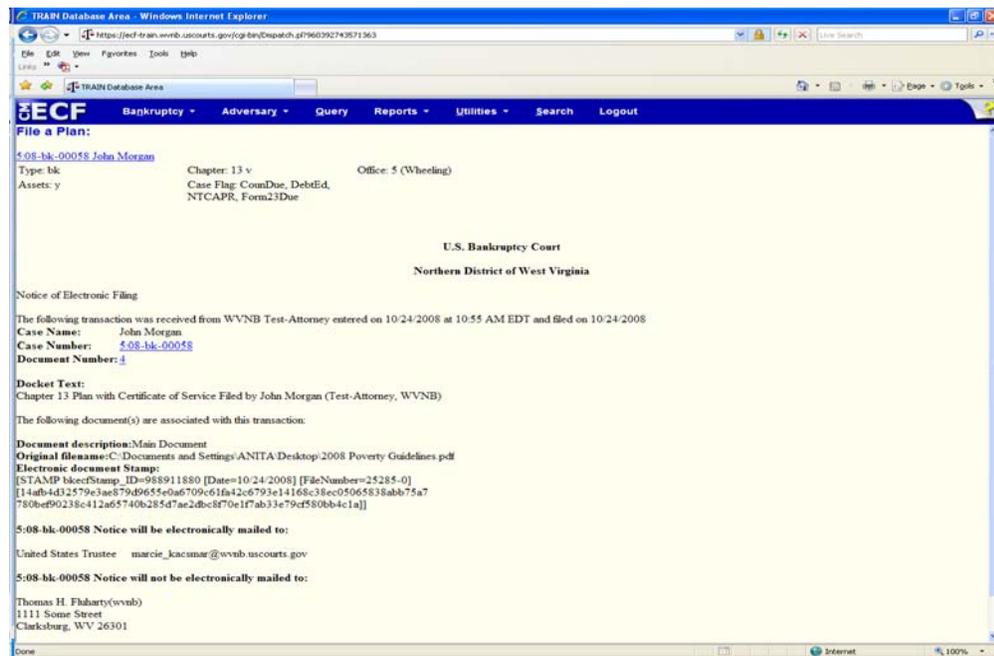


Figure 12

Objection to Confirmation of Plan

This process shows the steps and screens required for attorneys to file an Objection to Confirmation of a Plan.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF main menu bar. (See Figure 1.)



Figure 1

STEP 2 Click on the Plan hyperlink displayed on the **BANKRUPTCY EVENTS** screen. (See Figure 2.)

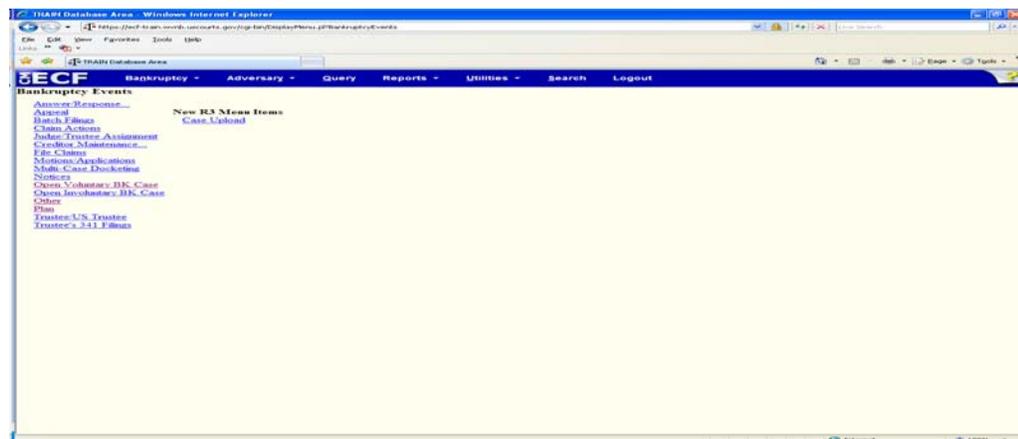


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

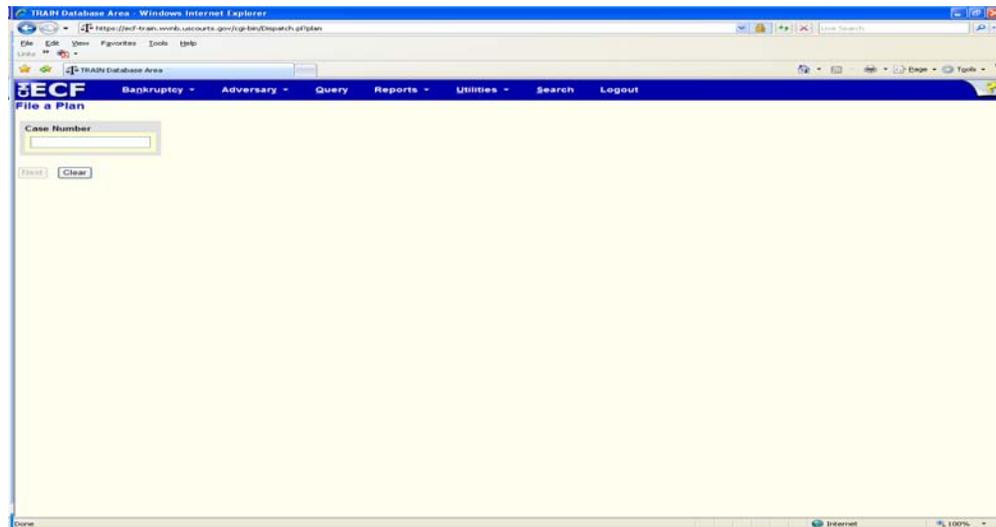


Figure 3

STEP 4 The Available Events screen displays. (See Figure 4.)

- ◆ Select **Objection to Confirmation of Plan**.
- ◆ Click **[Next]** to continue.

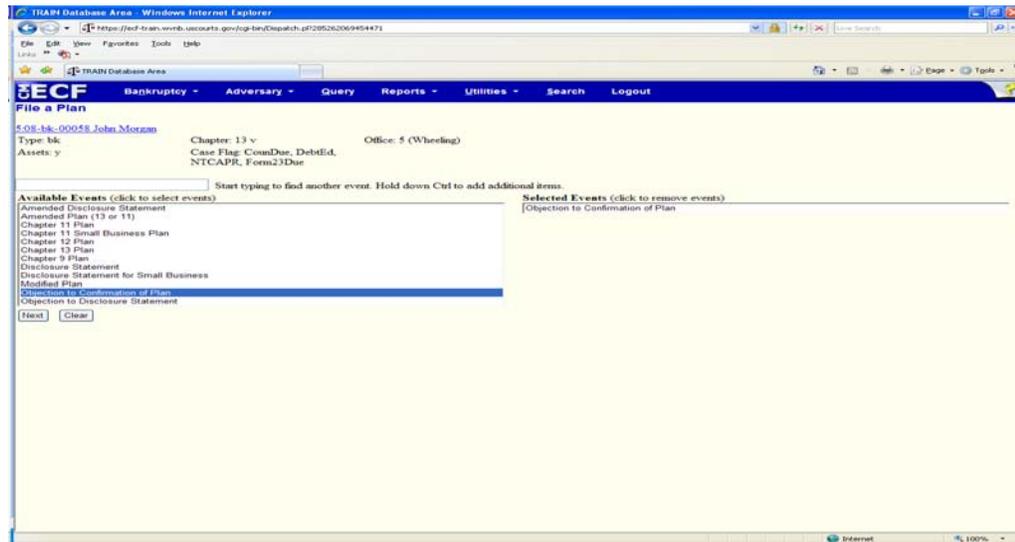


Figure 4

STEP 5: The **Joint Filing With Other Attorneys** screen displays. (See Figure 5.)

- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click **[Next]** to continue.

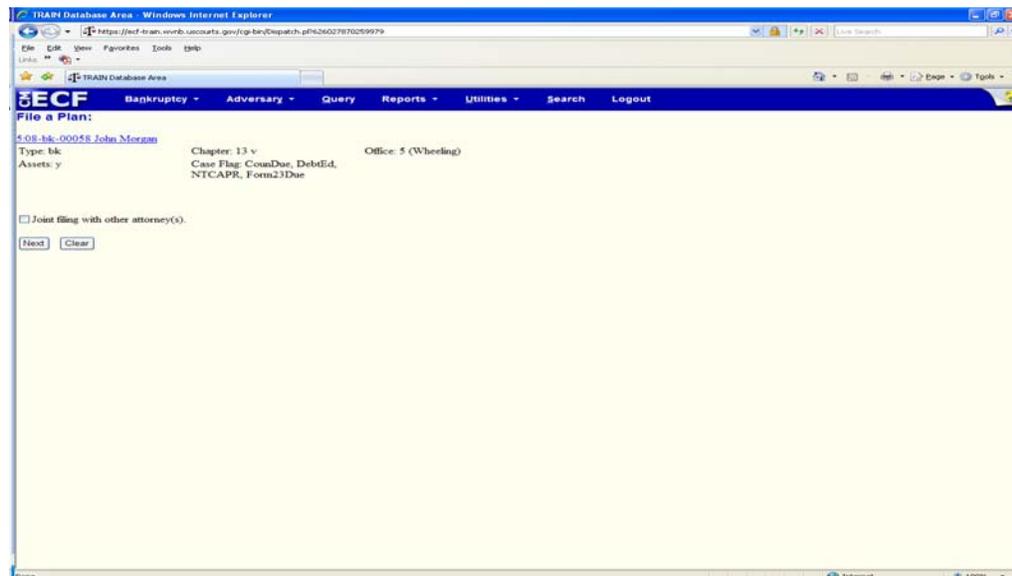


Figure 5

STEP 6: The **Select the Party** screen displays. **(See Figure 6.)** All participating parties in the case will appear on this list.

- ◆ Click to highlight the name of the party filing the objection if the party appears.
- ◆ Click **[Next]** to continue.

OR

- ◆ Select **Add/Create New Party** if the party you represent does not appear on the **Select the Party:** screen.
- ◆ On **Search for a Party** screen, enter the name of the party you represent in the **Last/Business Name** field.
- ◆ Then click **Search**.
- ◆ Select name from list **or** Create new party.
- ◆ Enter party if applicable and address of party.
- ◆ Select role such as **creditor** or **interested party**
- ◆ Select **Submit**.
- ◆ Select party you represent on **Select the Party** screen.
- ◆ Click **[Next]** to continue.
- ◆ Create attorney/party association
- ◆ Click **[Next]** to continue.

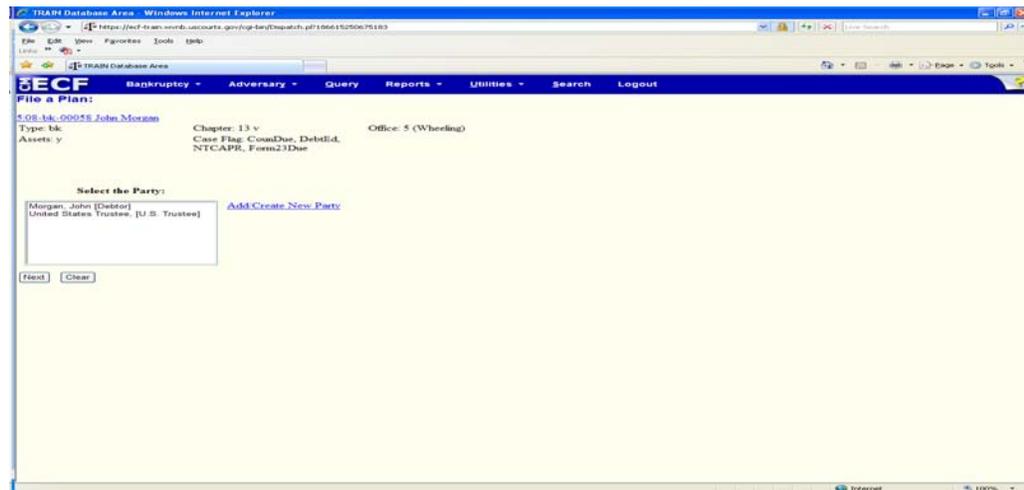


Figure 6

STEP 7: The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7.)

- ◆ To associate the imaged document with this entry, select the PDF filename of the objection you are filing.
 - Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files(*.*)** then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the File Upload dialogue box.

- ◆ The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box.

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

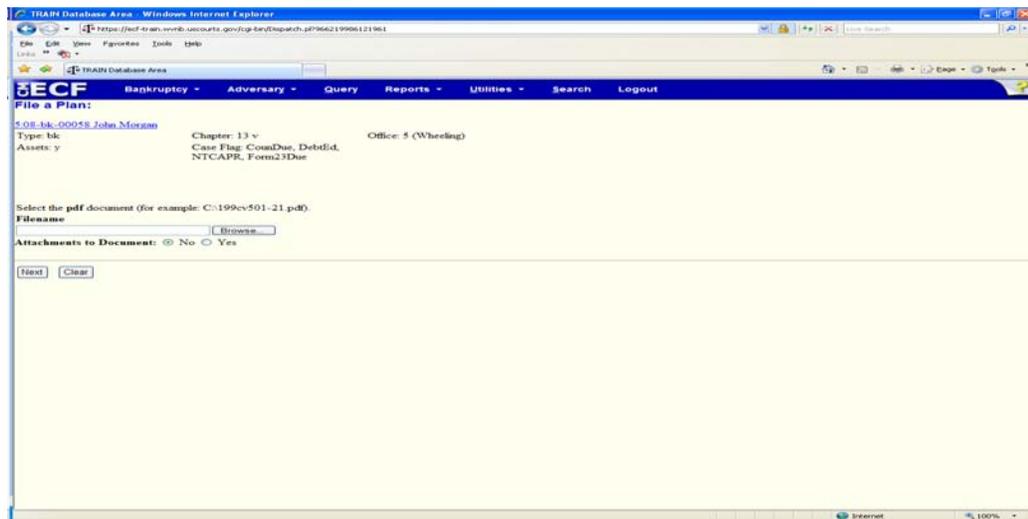


Figure 7

STEP 8: The **Select the Appropriate Event(s)** screen will display. (See Figure 8.)

- ◆ Select the plan to which you are objecting.
- ◆ **With Certificate of Service?** Enter **y** or **n**
- ◆ Click **[Next]** to continue.

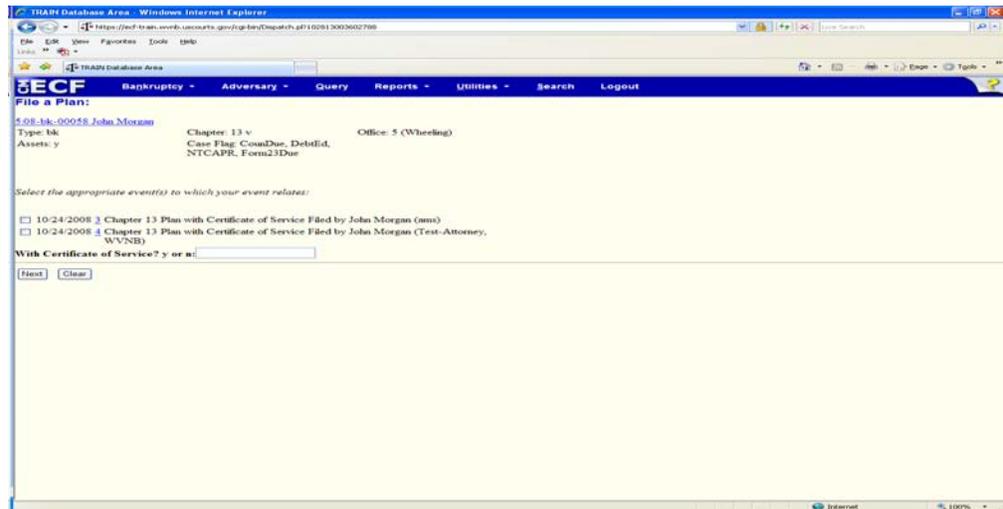


Figure 8

STEP 9: The **Docket Text: Modify as Appropriate** screen will display. This screen will display a prefix box and a supplemental text box to add more detail to the docket text. (See Figure 9.)

- ◆ Click the down arrow to display the prefix options. Select a descriptive prefix, if it is appropriate.
- ◆ If necessary, add detail to the final text.
- ◆ Click **[Next]** to continue.

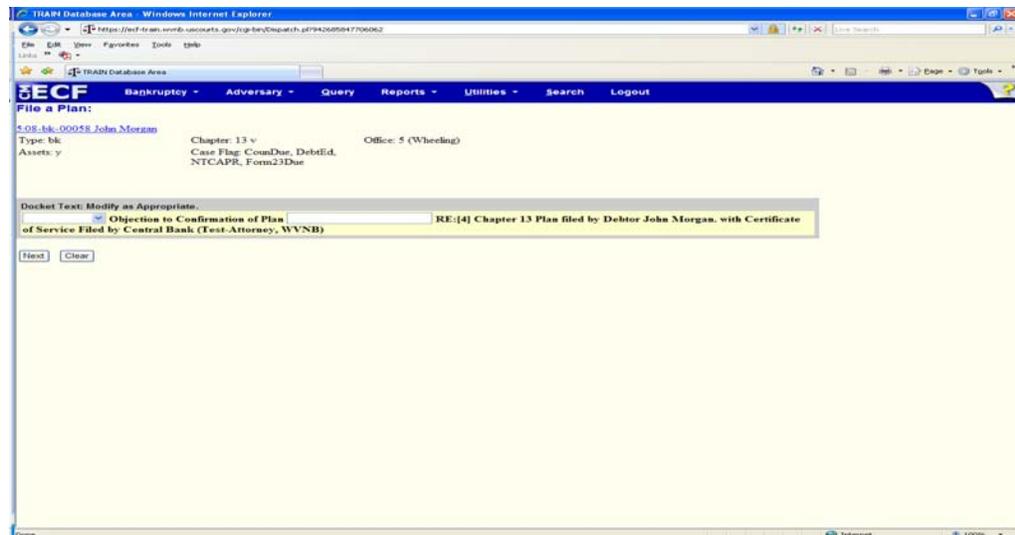


Figure 9

- STEP 10:** The **FINAL DOCKET TEXT** screen appears. (See Figure 10.)
- ◆ Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
 - ◆ If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.



Figure 10

- STEP 11** The **NOTICE OF ELECTRONIC FILING** screen appears.
- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document. (See Figure 11.)
 - ◆ The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image.

- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice.
- ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

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

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

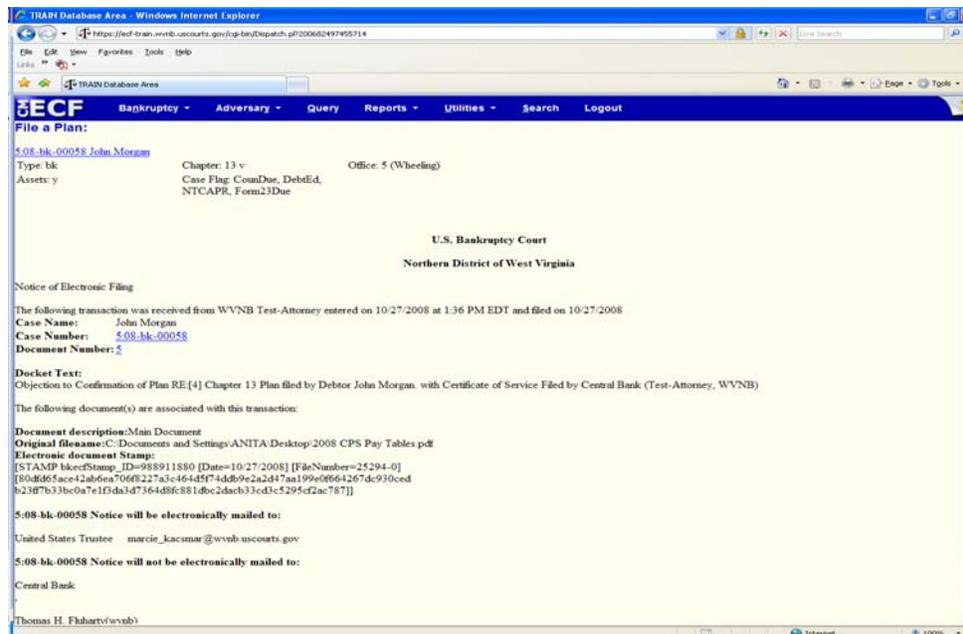


Figure 11

Amended Plan

This process shows the steps and screens required for attorneys to file an Amended Plan in a Chapter 13 proceeding. The same steps would be followed to file an amended Chapter 11 Plan.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF main menu bar. (See Figure 1.)



Figure 1

STEP 2 Click on the Plan hyperlink displayed on the **BANKRUPTCY EVENTS** screen. (See Figure 2.)

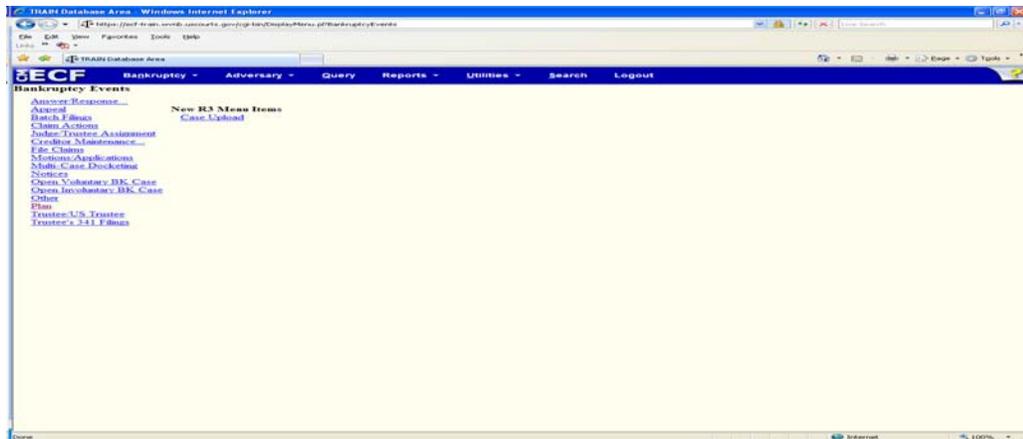


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

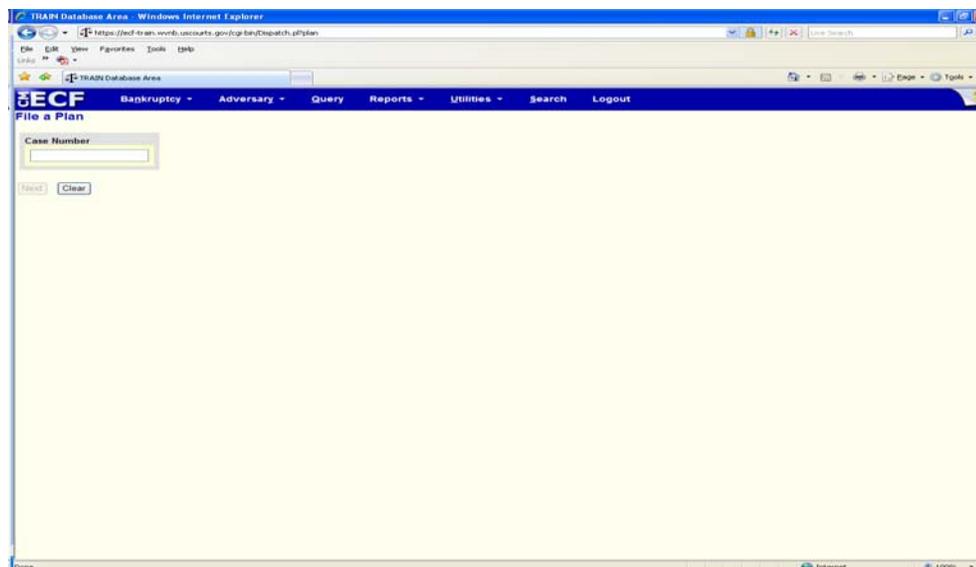


Figure 3

STEP 4 The following screen displays. (See Figure 4.)

- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.
- ◆ Select **Amended Plan (13 or 11)**
- ◆ Click **[Next]** to continue.

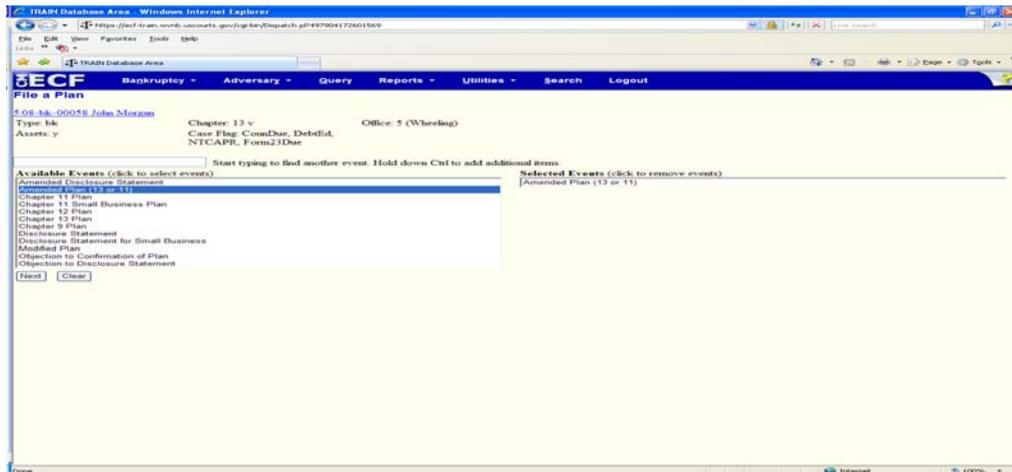


Figure 4

STEP 5 The Joint Filing With Other Attorneys screen displays. (See Figure 5.)

- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click **[Next]** to continue.

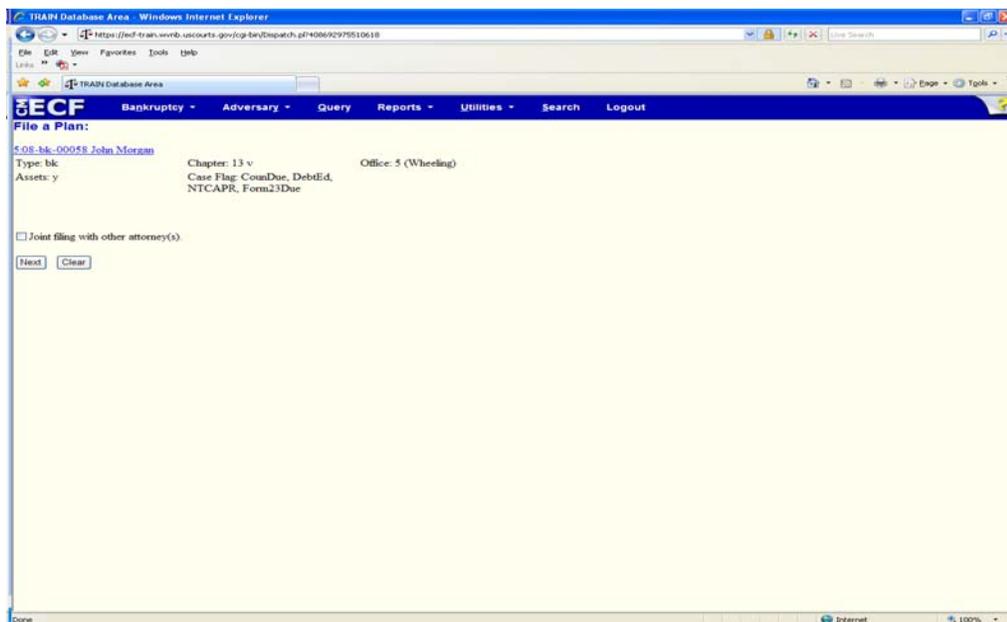


Figure 5

STEP 6 The **Select the Party** screen displays. (See Figure 6.) All participating parties in the case will appear on this list.

- ◆ Click to highlight the name of the debtor(s).
- ◆ Click **[Next]** to continue.

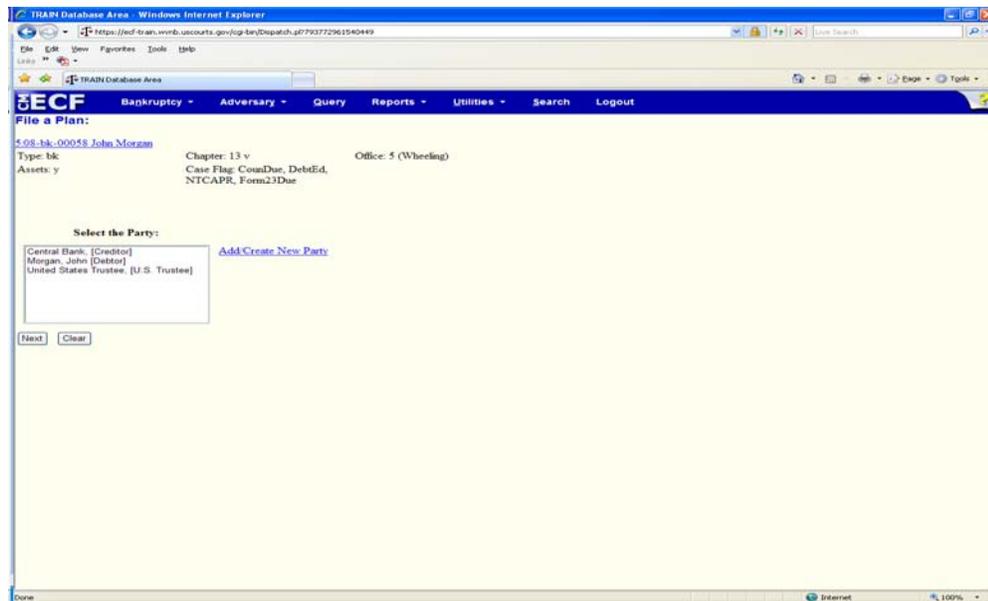


Figure 6

STEP 7 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7.)

- ◆ To associate the imaged document with this entry, select the PDF filename of the amended plan you are filing.
 - Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files(*.*)** then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the File Upload dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box.
 - ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
 - ◆ Click **[Next]** to continue.

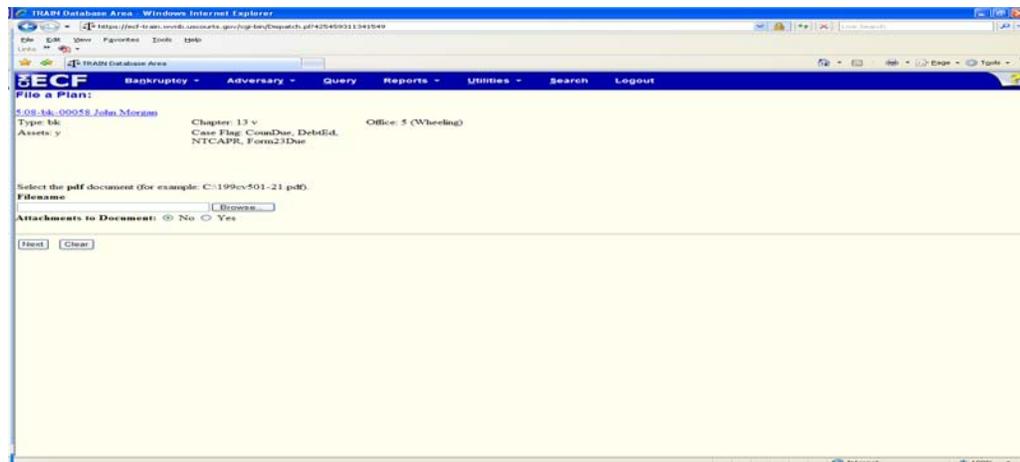


Figure 7

STEP 8 The following screen appears. (See Figure 8.)

- ◆ ***With Certificate of Service?*** Enter **y** or **n**
- ◆ Click **[Next]** to continue.

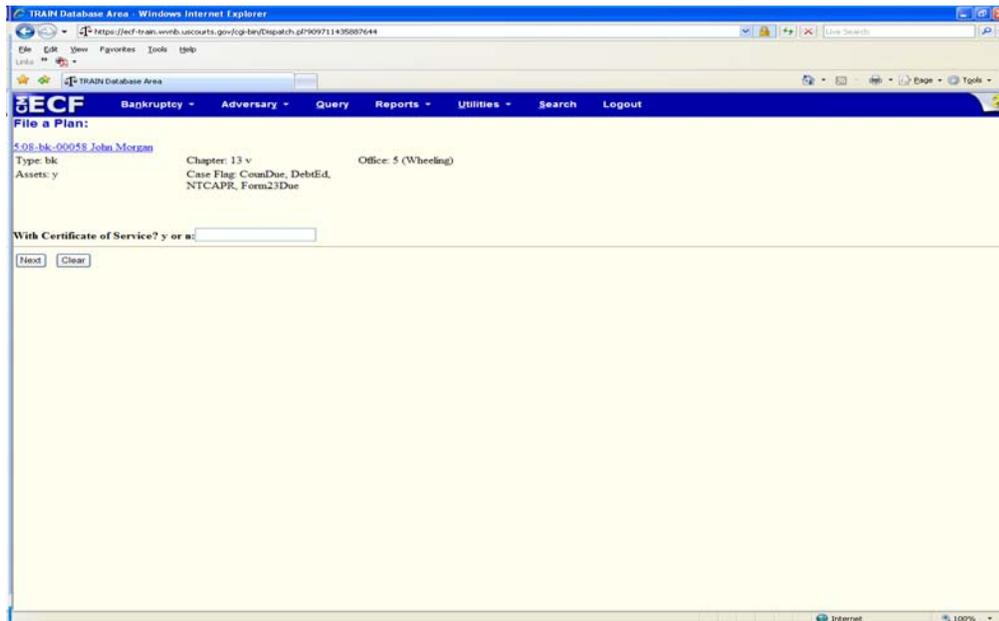


Figure 8

STEP 9 The following screen appears. (See Figure 9.)

- ◆ Select the Chapter 13 Plan
- ◆ Click **[Next]** to continue.

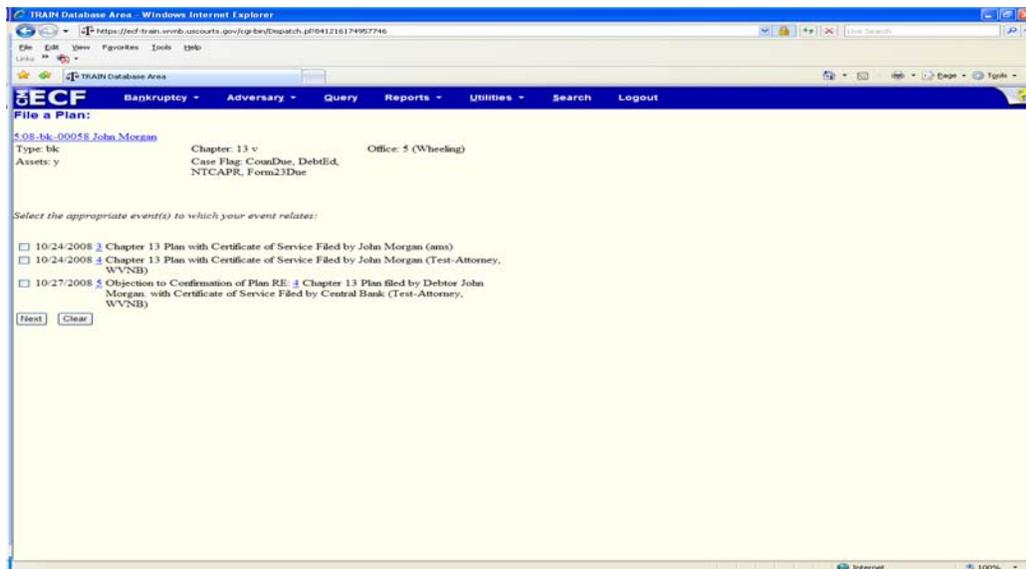


Figure 9

STEP 10 The **Docket Text: Modify as Appropriate** screen will display. This screen will allow additional text to be added if applicable. (See Figure 10.)

- ◆ Click **[Next]** to continue.

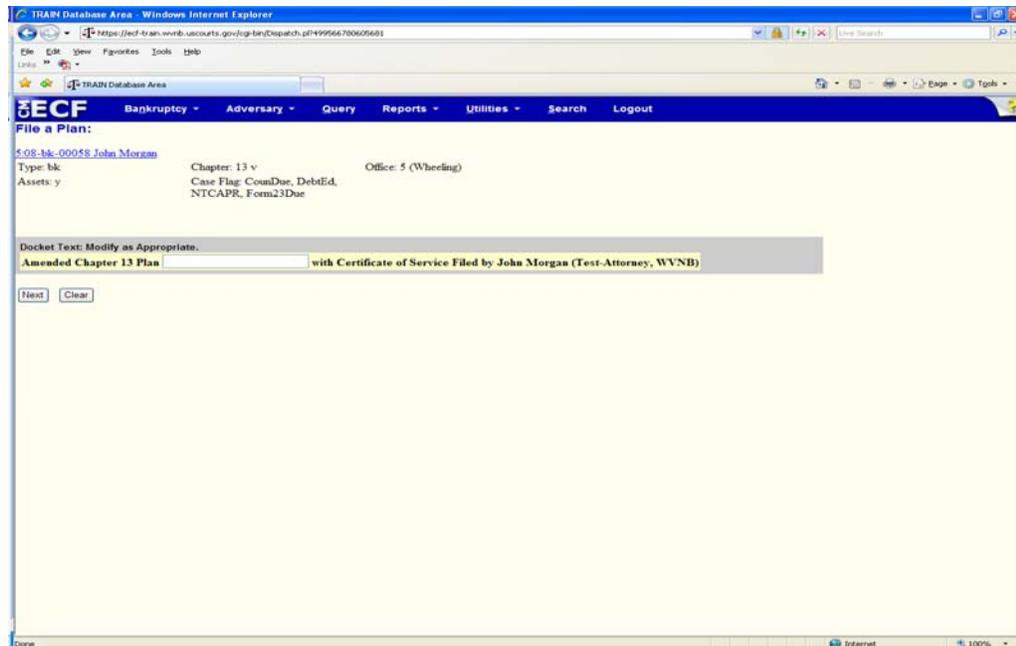


Figure 10

STEP 11 The **FINAL DOCKET TEXT** screen appears. (See Figure 11.)

- ◆ Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
- ◆ If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

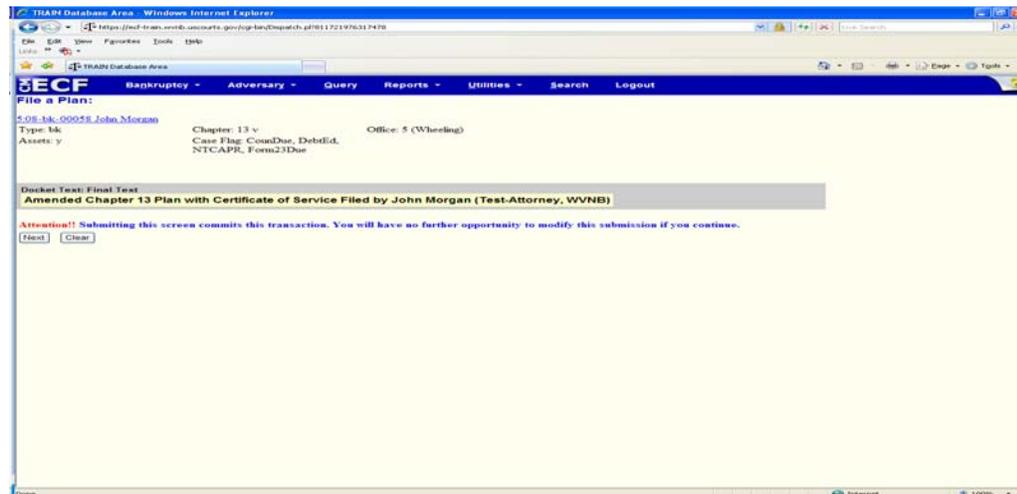


Figure 11

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen appears.

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document. **(See Figure 12.)**
- ◆ The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Further access to the **Notice of Electronic Filing** is available though the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice.
- ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

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

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

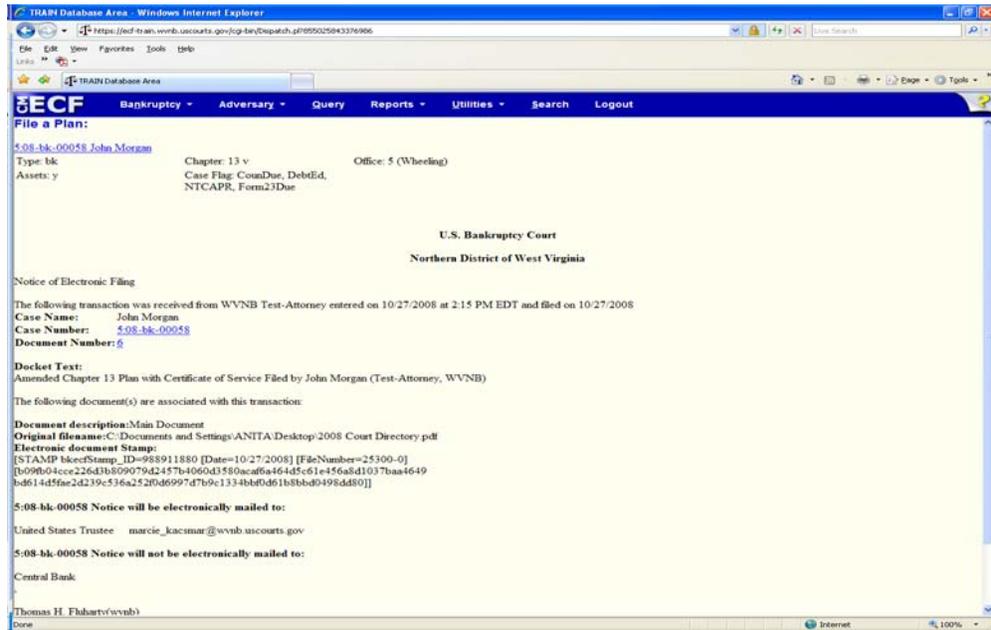


Figure 12

Disclosure Statement

This process shows the steps and screens required for attorneys to file a Disclosure Statement in a Chapter 11 proceeding.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF main menu bar. (See Figure 1.)



Figure 1

STEP 2 Click on the Plan hyperlink displayed on the **BANKRUPTCY EVENTS** screen. (See Figure 2.)

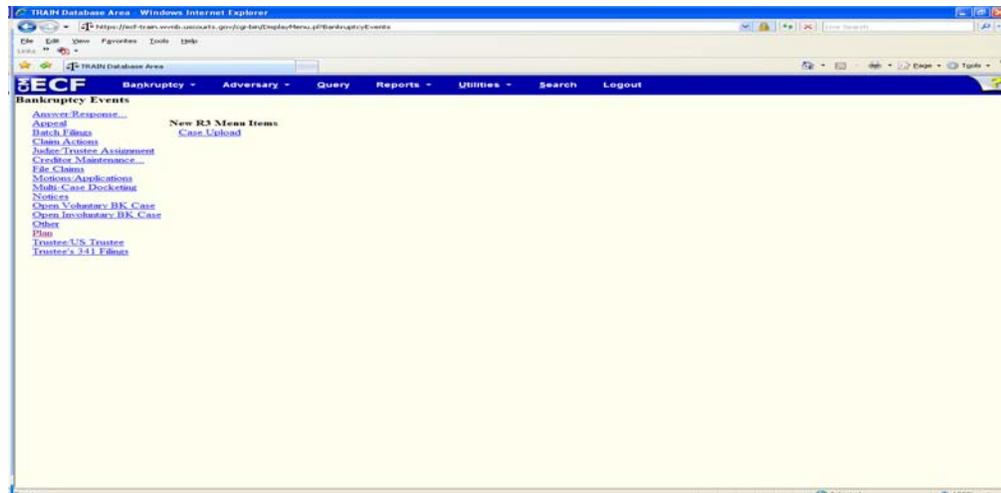


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

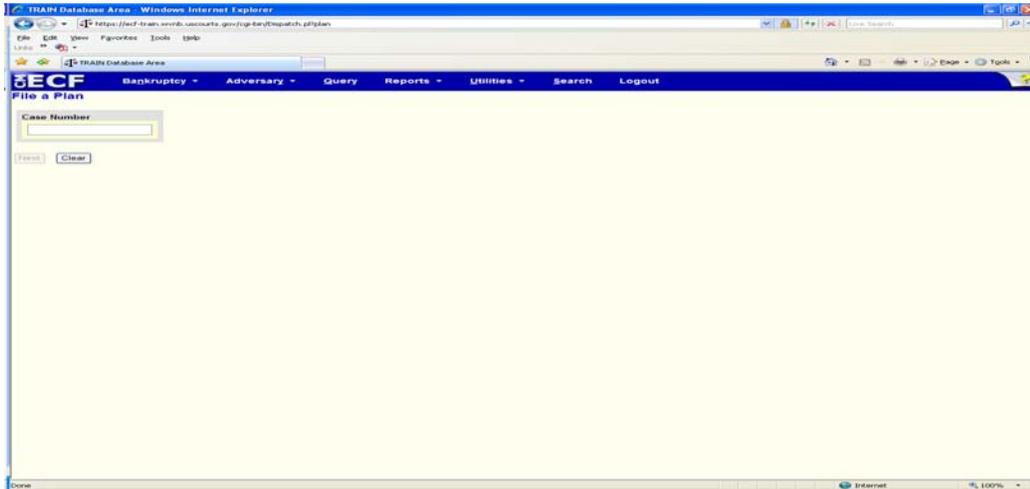


Figure 3

STEP 4 The following screen displays. (See Figure 4.)

- ◆ Select **Disclosure Statement**.
- ◆ Click **[Next]** to continue.

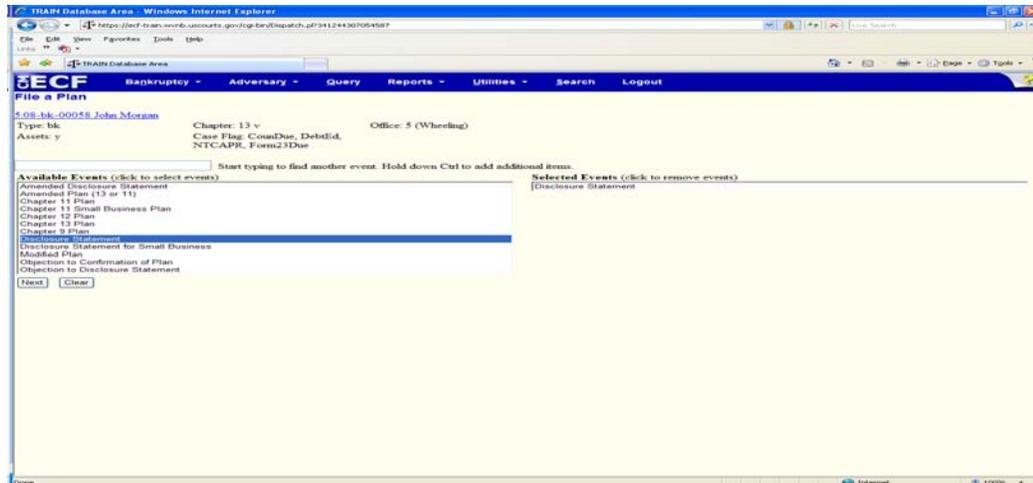


Figure 4

- STEP 5:** The **Joint Filing With Other Attorneys** screen displays. (See **Figure 5.**)
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
 - ◆ Click **[Next]** to continue.

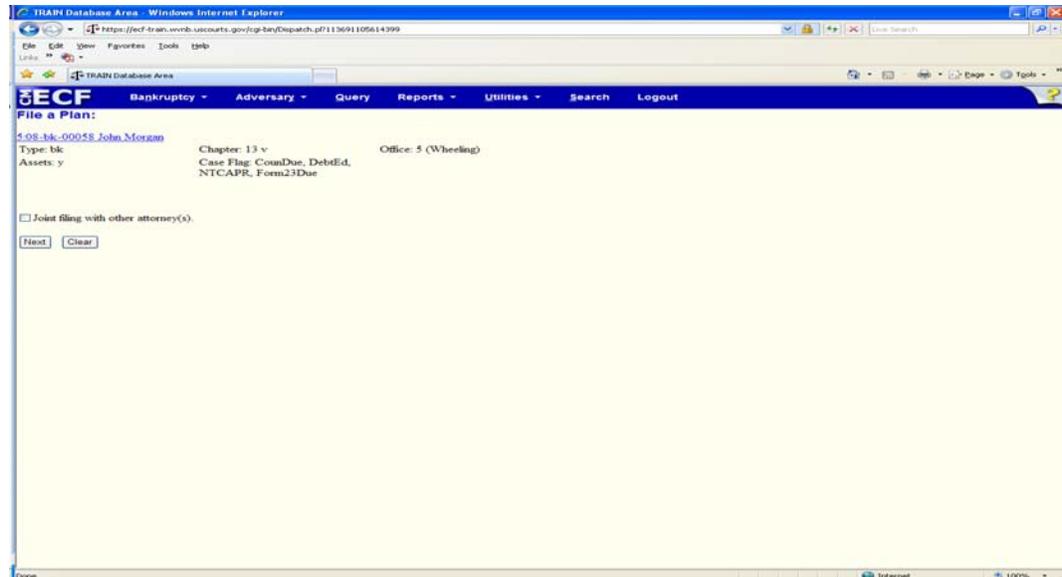


Figure 5

- STEP 6:** The **Select the Party** screen displays. (See **Figure 6.**) All participating parties in the case will appear on this list.
- ◆ Click to highlight the name of the debtor(s)
 - ◆ Click **[Next]** to continue.

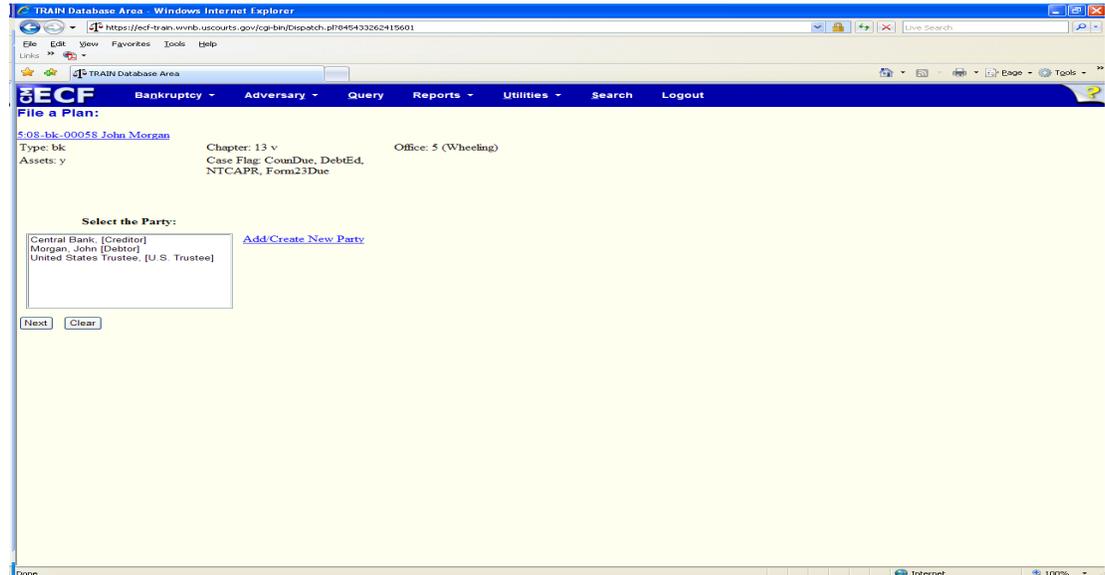


Figure 6

STEP 7 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7.)

- ◆ To associate the imaged document with this entry, select the PDF filename of the disclosure statement you are filing.
 - Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files(*.*)** then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the File Upload dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box.

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

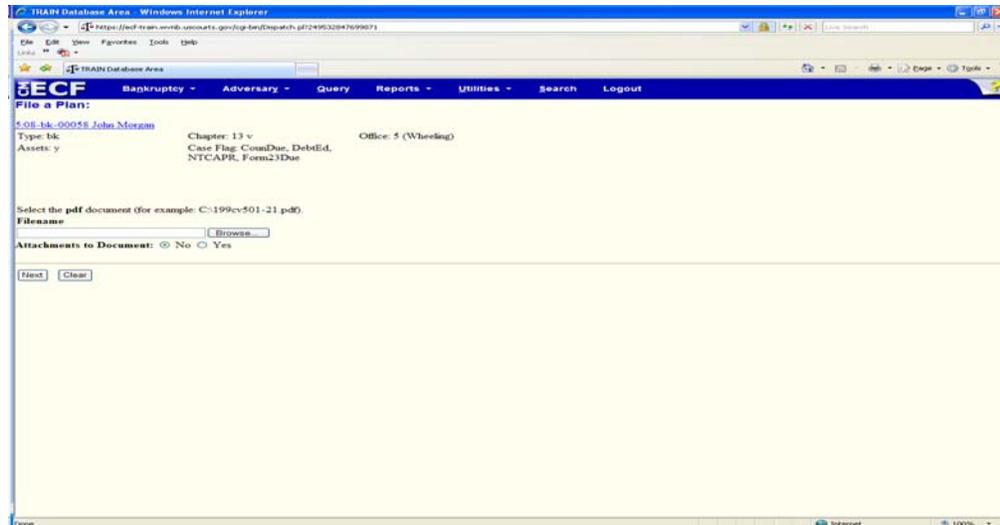


Figure 7

STEP 8: The **Docket Text: Modify as Appropriate** screen will display. This screen will allow additional text to be added if applicable. (See Figure 8.)

- ◆ Click **[Next]** to continue.

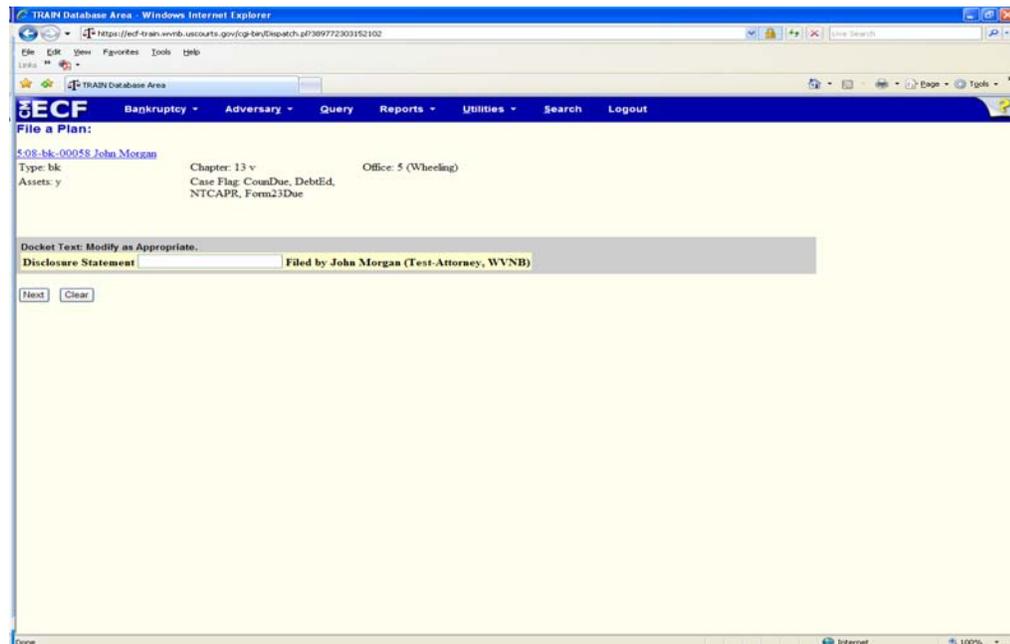


Figure 8

STEP 9: The **FINAL DOCKET TEXT** screen appears. (See Figure 9.)

- ◆ Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
- ◆ If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

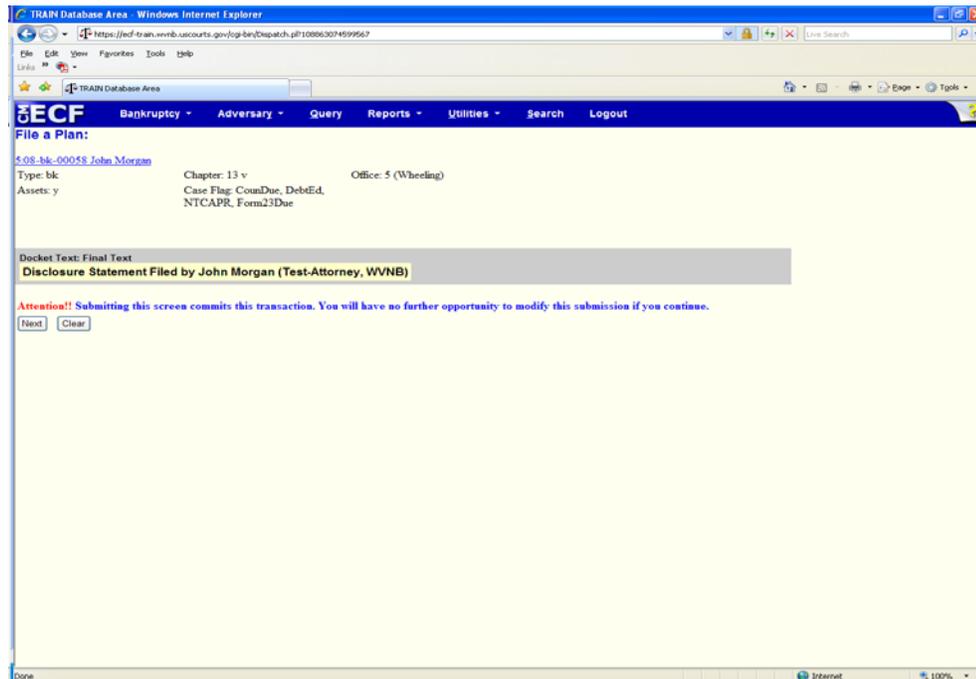


Figure 9

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen appears.

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document. **(See Figure 10.)**
- ◆ The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice.
- ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

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

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.



Figure 10

Amended Disclosure Statement

This process shows the steps and screens required for attorneys to file an Amended Disclosure Statement in a Chapter 11 proceeding.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF main menu bar. (See Figure 1.)

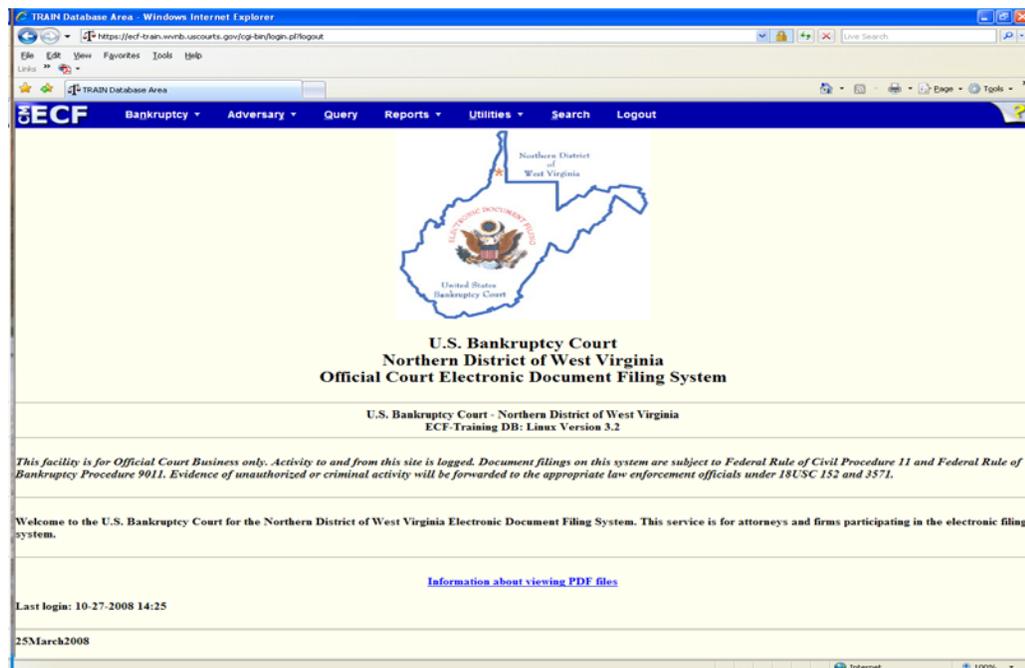


Figure 1

STEP 2 Click on the Plan hyperlink displayed on the **BANKRUPTCY EVENTS** screen. (See Figure 2.)

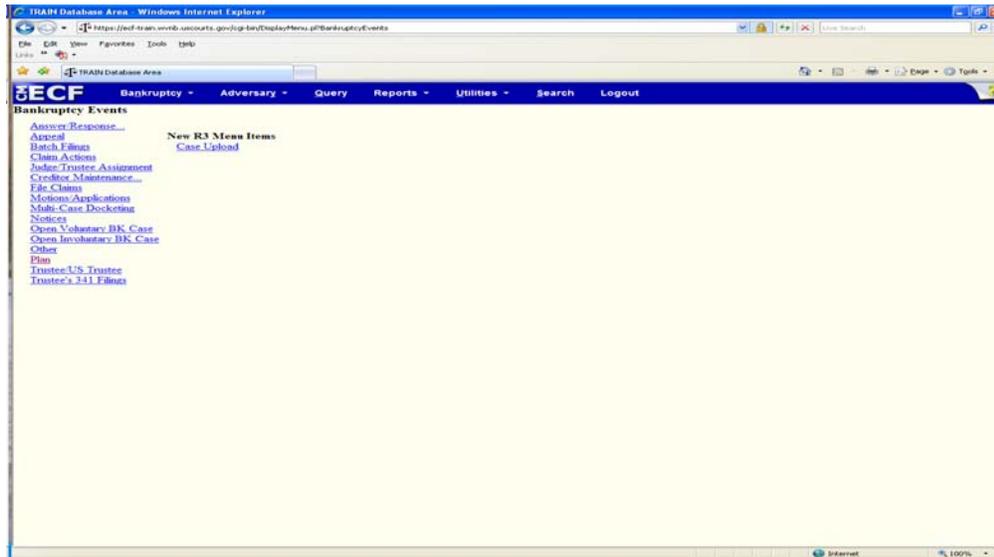


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

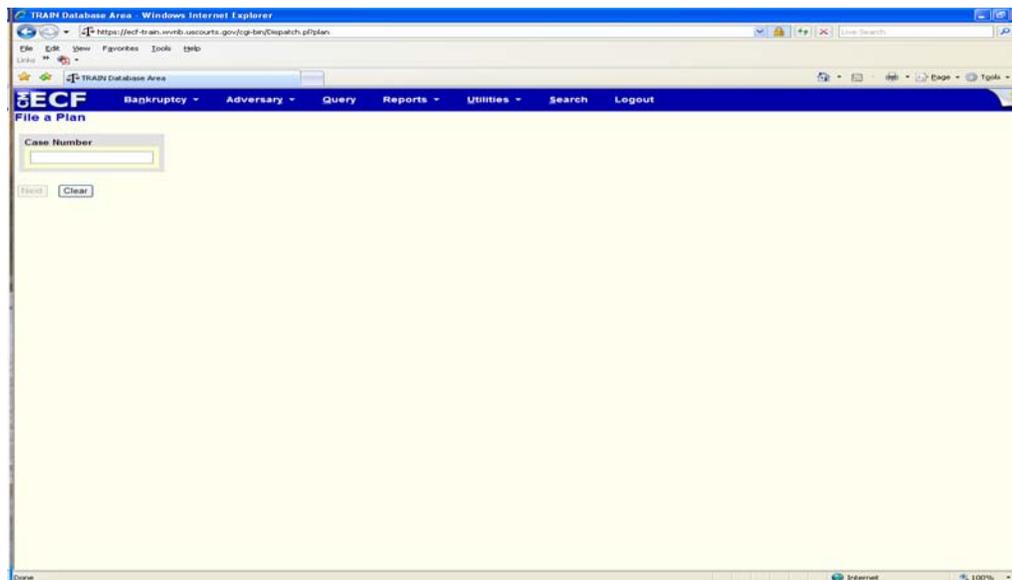


Figure 3

- STEP 4** The following screen displays. (See Figure 4.)
- ◆ Verify the case number and case name.
 - ◆ If the case number and name do not match your document, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.
 - ◆ Select **Amended Disclosure Statement**.
 - ◆ Click **[Next]** to continue.

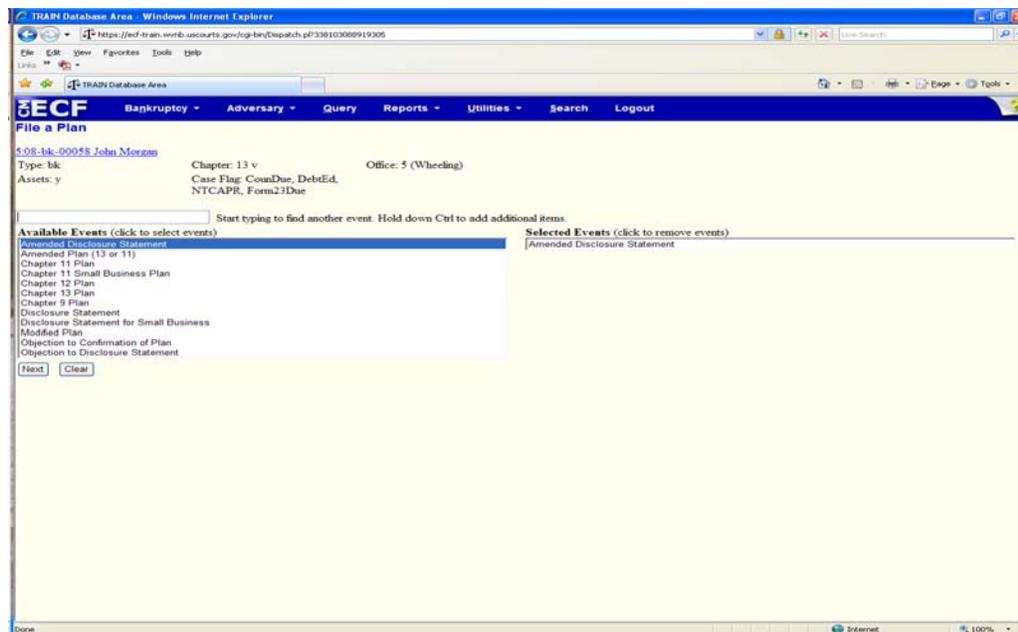


Figure 4

- STEP 5:** The **Joint Filing With Other Attorneys** screen displays. (See Figure 5.)
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
 - ◆ Click **[Next]** to continue.

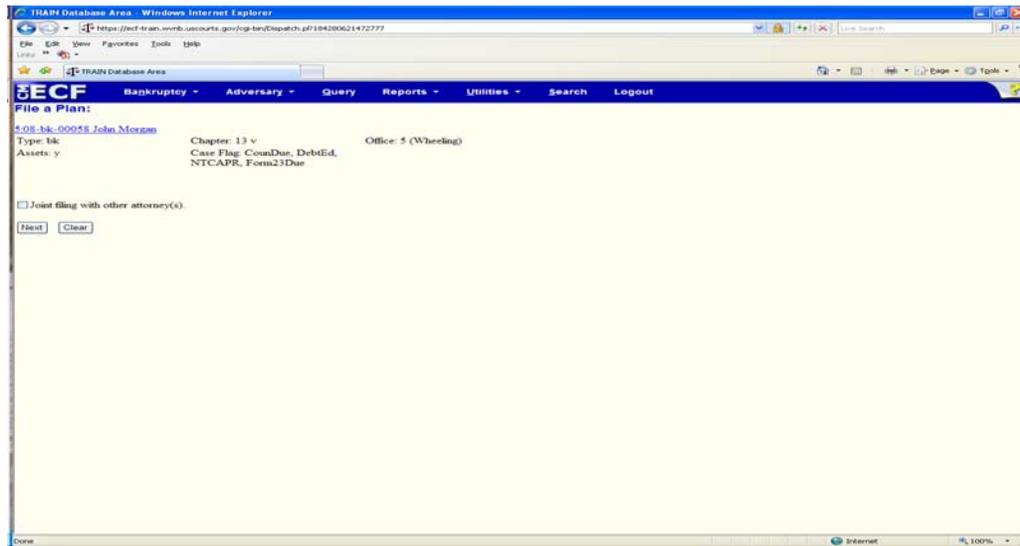


Figure 5

STEP 6: The **Select the Party** screen displays. (See Figure 6.) All participating parties in the case will appear on this list.

- ◆ Click to highlight the name of the debtor(s).
- ◆ Click **[Next]** to continue.

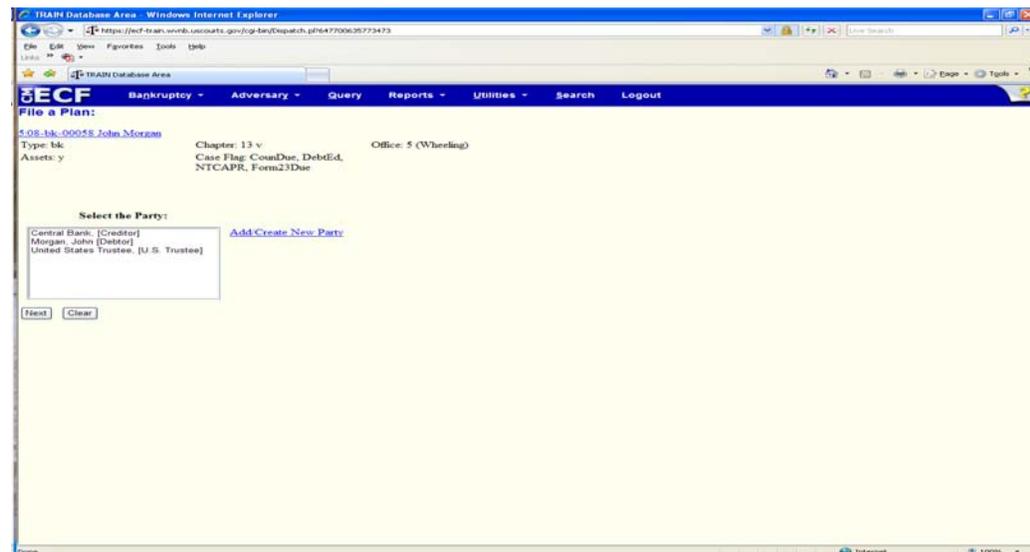


Figure 6

- STEP 7:** The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7.)
- ◆ To associate the imaged document with this entry, select the PDF filename of the amended disclosure statement you are filing.
 - Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files(*.*)** then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the File Upload dialogue box.
 - ◆ The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box.
 - ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
 - ◆ Click **[Next]** to continue.

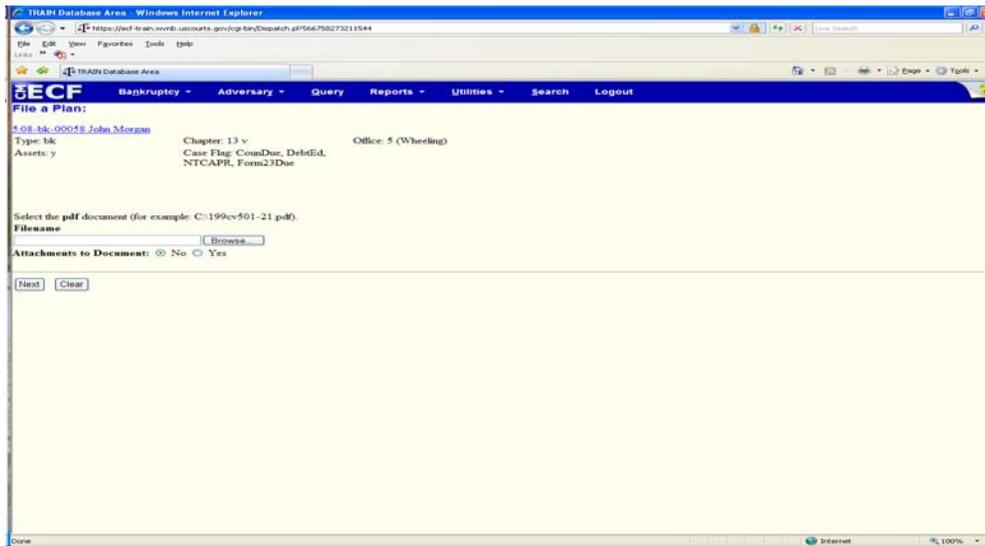


Figure 7

STEP 8: The following screen appears. (See Figure 8.)

- ◆ Click **Refer to existing event(s)?**
- ◆ Click **[Next]** to continue.



Figure 8

STEP 9: The **Select the category to which your event relates** screen displays. (See Figure 9.)

- ◆ Click on plan
- ◆ Click **[Next]** to continue.

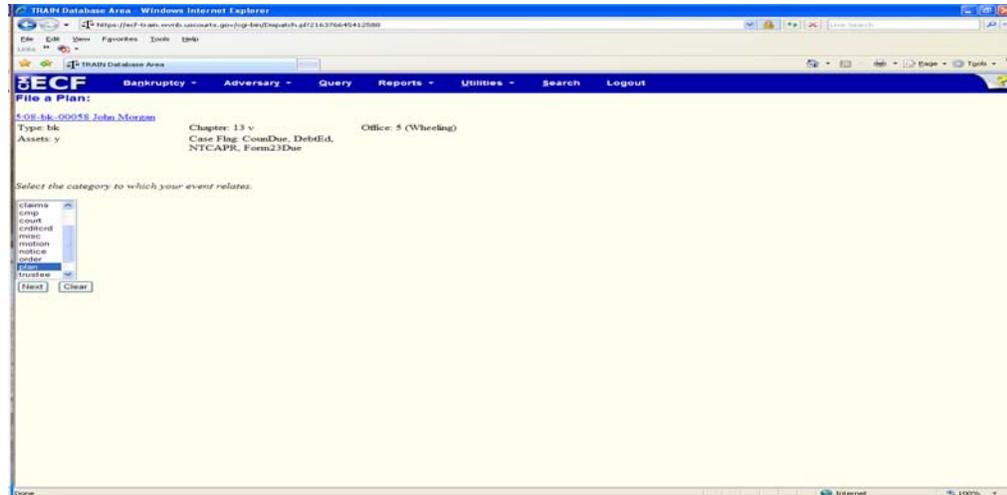


Figure 9

STEP 10: The **Select the appropriate event(s) to which your event relates** screen appears. (See Figure 10.)

- ◆ Disclosure Statement should remain selected.
- ◆ Click **[Next]** to continue.



Figure 10

STEP 11: The **Docket Text: Modify as Appropriate** screen will display. This screen will allow additional text to be added if applicable. (See Figure 11.)

- ◆ Click on the down arrow to select prefix if applicable
- ◆ Click **[Next]** to continue.

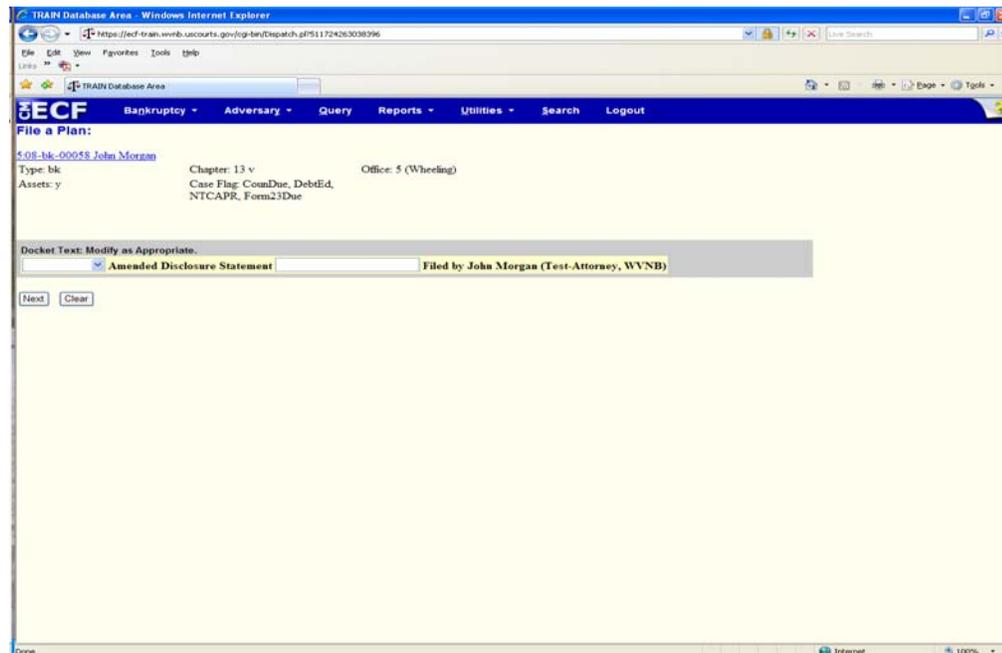


Figure 11

STEP 12: The **FINAL DOCKET TEXT** screen appears. (See Figure 12.)

- ◆ Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
- ◆ If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

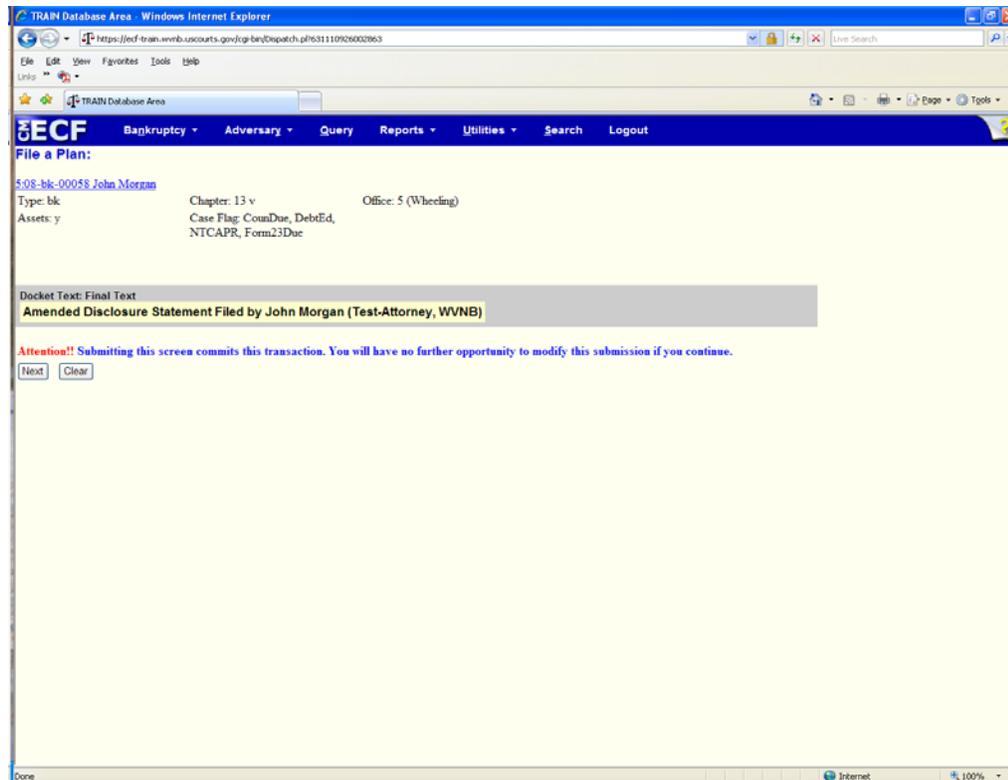


Figure 12

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen appears.

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document. **(See Figure 13.)**
- ◆ The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Further access to the **Notice of Electronic Filing** is available though the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the

docket report. Clicking on this bullet will display a copy of this notice.

- ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

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

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

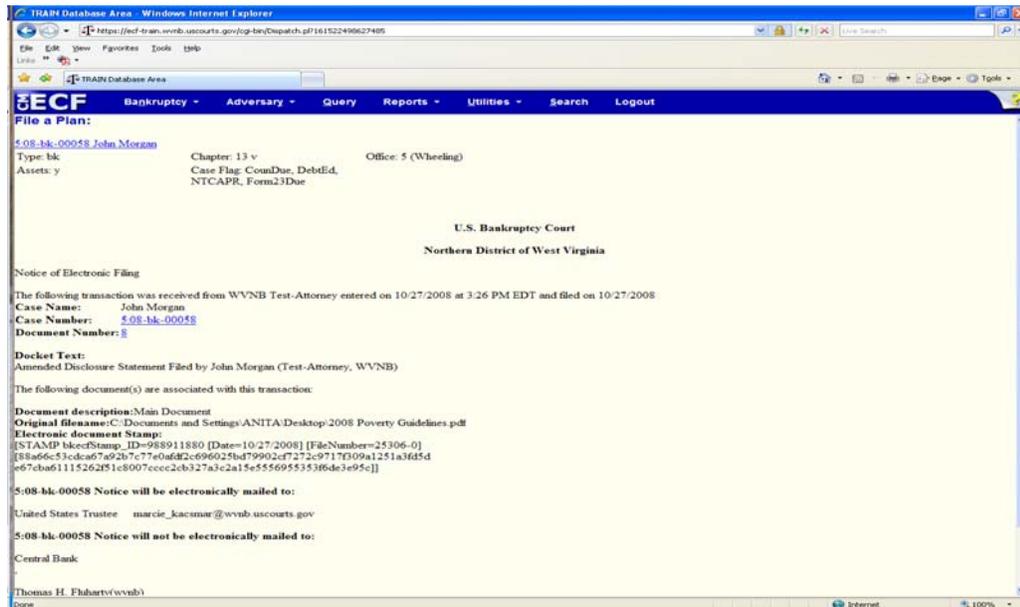


Figure 13

Single-Part Motions/Applications

This process will demonstrate the steps to file a motion in the CM/ECF system. The example shows the electronic filing of a motion that requests only one type of relief (relief from stay). **The same steps would be followed for other types of single-relief motions and applications.** See also: *Multi-Part Motions/Applications* for guidance on filing a document with more than one relief such as motion for relief from stay and for adequate protection.

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

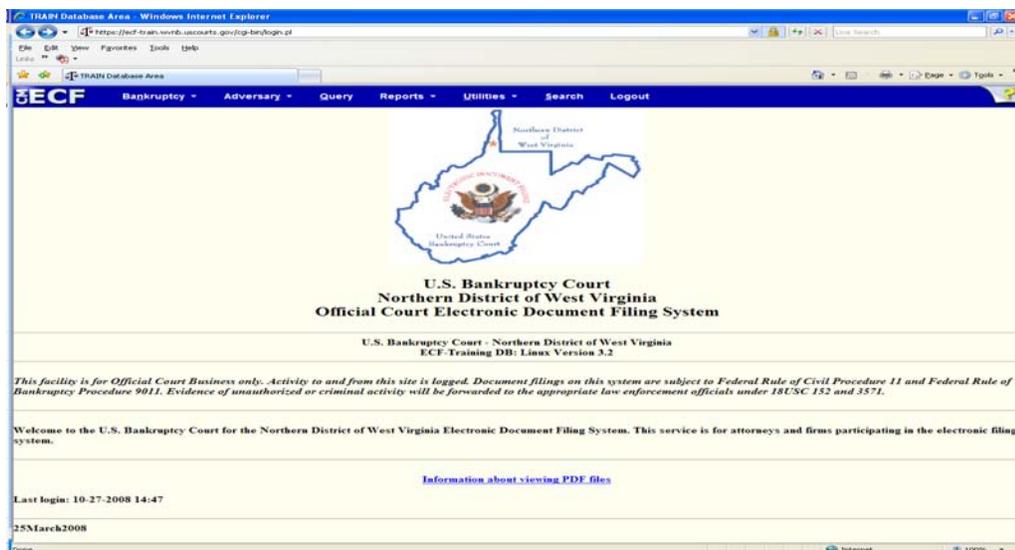


Figure 1

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

- ◆ Click the Motions/Applications hyperlink.

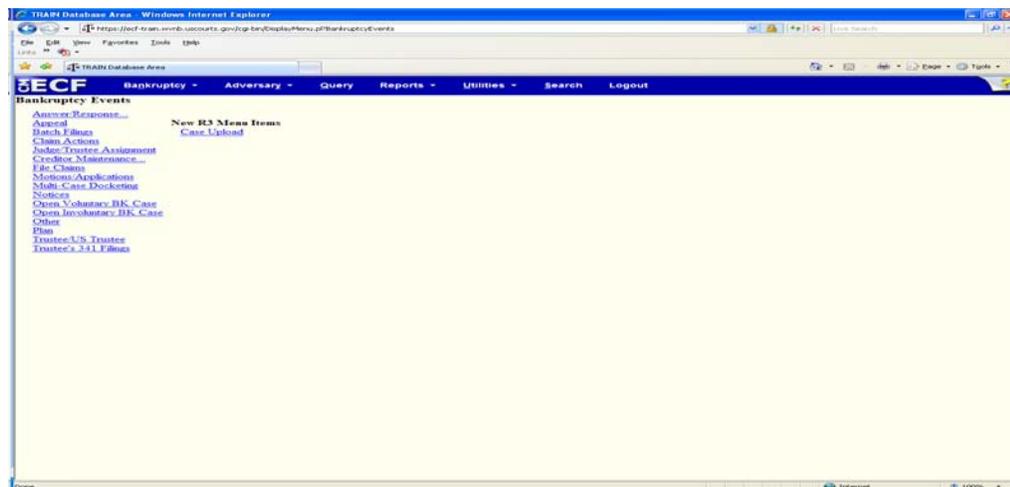


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

- ◆ Enter the case number
- ◆ Click **[Next]** to continue.

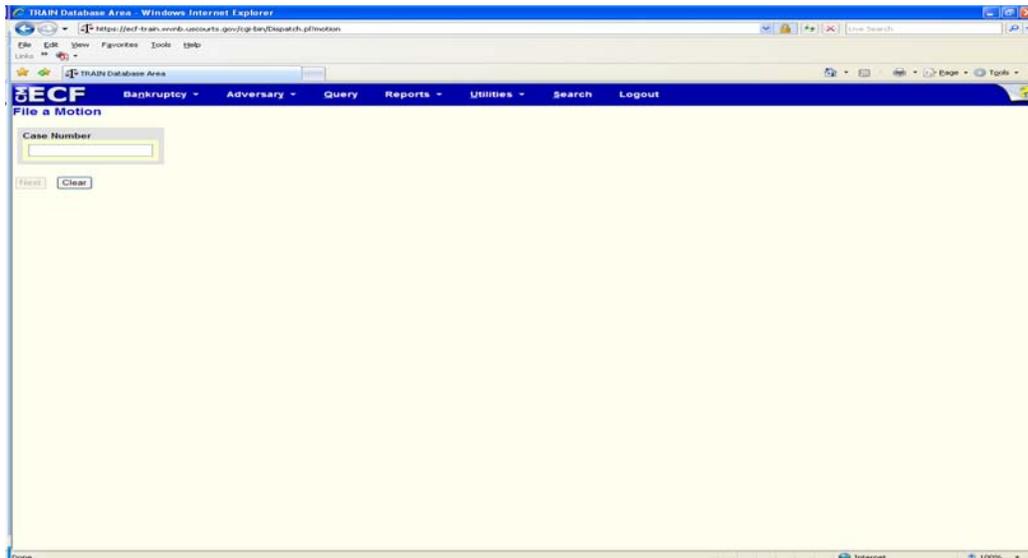


Figure 3

STEP 4 The **File a Motion** screen displays. (See Figure 4.)

- ◆ Verify the case name and case number that are displayed.
 - ◆ If the case name and number are incorrect, click the browser **[Back]** button to re-enter the case number.
 - ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Using the up and down arrows to the right of the box, scroll the options to highlight the type of document being filed. In this lesson, select **Relief from Stay**.

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

- ◆ Click **[Next]** to continue.

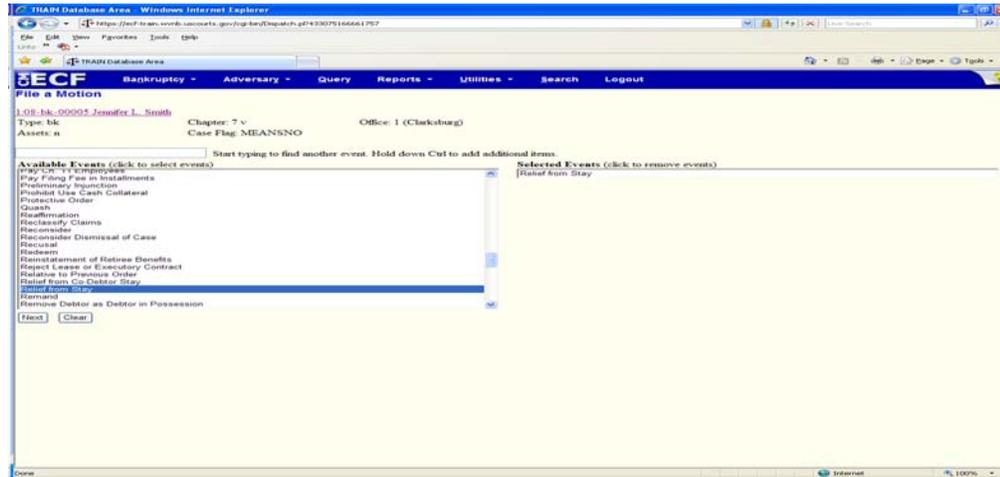


Figure 4

STEP 5 The Joint Filing With Other Attorneys screen displays. (See Figure 5.)

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

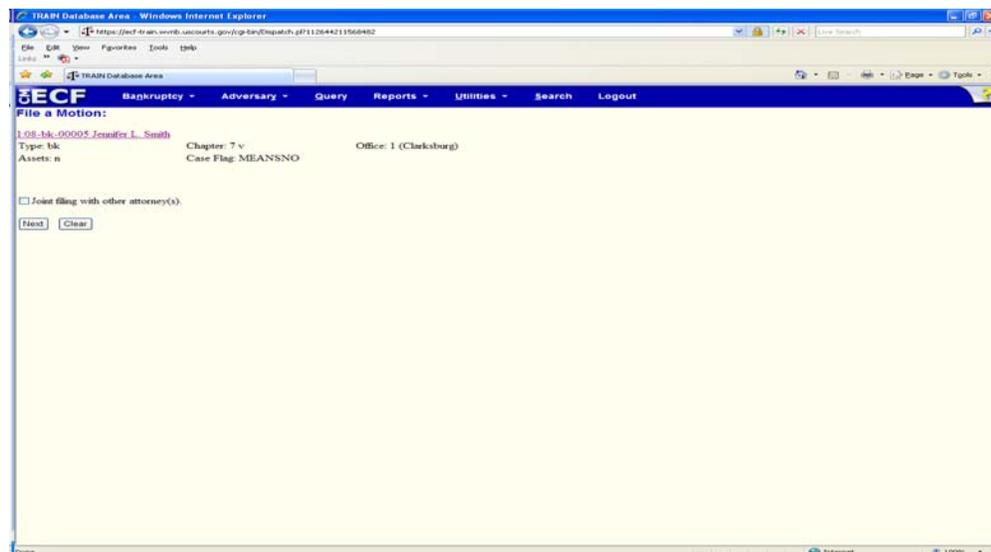


Figure 5

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

- ◆ Click the down arrow to scroll the **Select the Party** box to locate the party filer (whom you are representing).
- ◆ Click to highlight and select the party for which the document is filed.
- ◆ Then click **[Next]**.
- ◆ If the party filer does **not** appear in the **Select the Party** box, Click on **Add/Create New Party**.
- ◆ The **Search for a Party** screen displays.
- ◆ On **Search for a Party** screen, enter the name of the party you represent in the **Last/Business Name** field.
- ◆ Then click **Search**.
- ◆ If the name of the party you are representing is not contained in the court's database for this case, you will receive the following message: **No person found**. Select **Create new party**.
- ◆ Complete the **Party Information** screen. The party's name will be displayed. Enter address by using Address 1, Address 2 and Address 3 fields and City, State and Zip fields.
- ◆ Select **Creditor (cr:cr)** as **Role** type.
- ◆ Then click **Submit**.
- ◆ The **Select the Party** screen will display. Select the creditor you added.
- ◆ Then click **[Next]**.
- ◆ The **Attorney/Party Association** screen will display. Create your association with this party by clicking in the box. **(See Figure 6b.)**
- ◆ Then click **[Next]**.

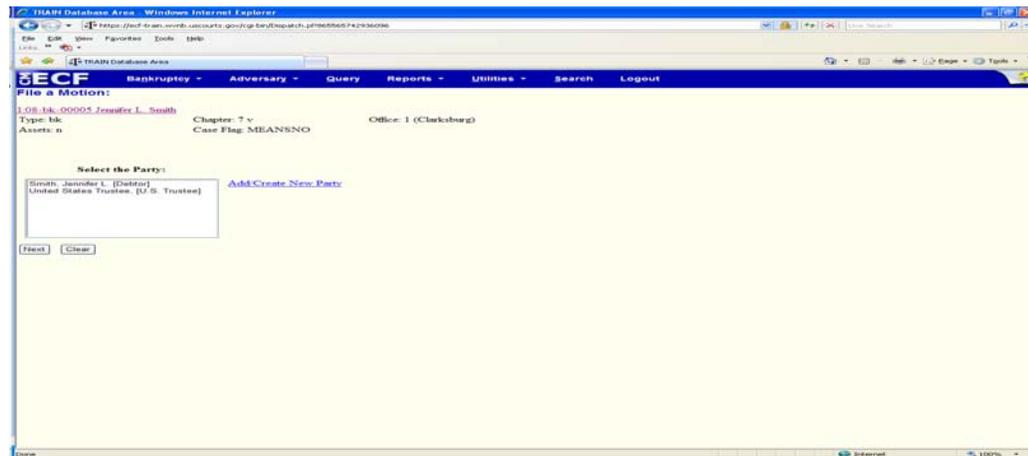


Figure 6a

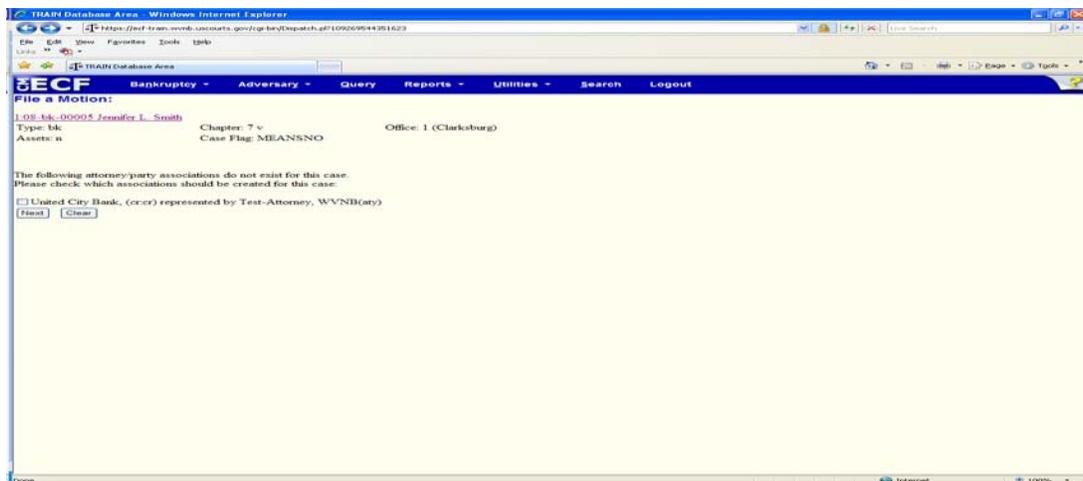


Figure 6b

STEP 7 The **Select the pdf document** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(*.*)**.

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

you have finished viewing the image.

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

STEP 8 (See Figure 8.)

- ◆ Enter brief description of property if applicable
- ◆ Enter **y** or **n** on this screen if a **Certificate of Service** is being filed with the motion.
- ◆ Click **[Next]** to continue.

The screenshot shows the ECF system interface for filing a motion. The page title is "File a Motion:". The case information displayed is: "1:08-bk-00005 Jennifer L. Smith", "Type: bk", "Assets: n", "Chapter: 7", and "Case Flag: MEANSNO". The interface includes two input fields: "What Property? (briefly describe):" and "With Certificate of Service? y or n:". There are "Next" and "Clear" buttons at the bottom of the form.

Figure 8

STEP 9 (See Figure 9.)

- ◆ Enter **y** or **n** after *Are you paying via the Internet [y or n]?*
- ◆ Click **[Next]** to continue.

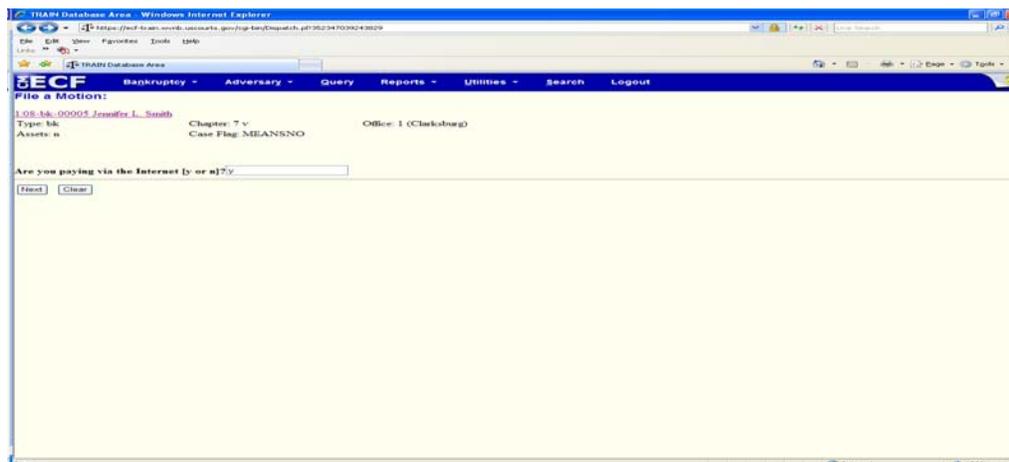


Figure 9

STEP 10 (See Figure 10.)

- ◆ The filing fee amount for filing a fee-based motion will display.
- ◆ Click **[Next]** to continue.

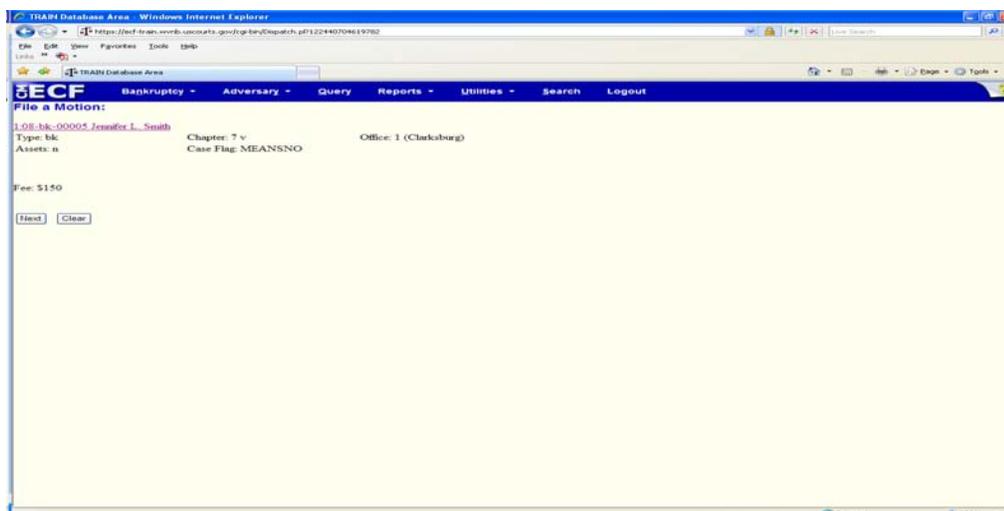


Figure 10

STEP 11 The **Docket Text: Modify as Appropriate** screen displays. (See Figure 11.)

- ◆ You may insert additional text and/or add a prefix to your docket entry. Click on the down arrow in the white box to select an appropriate prefix if applicable
- ◆ Click **[Next]** to continue.

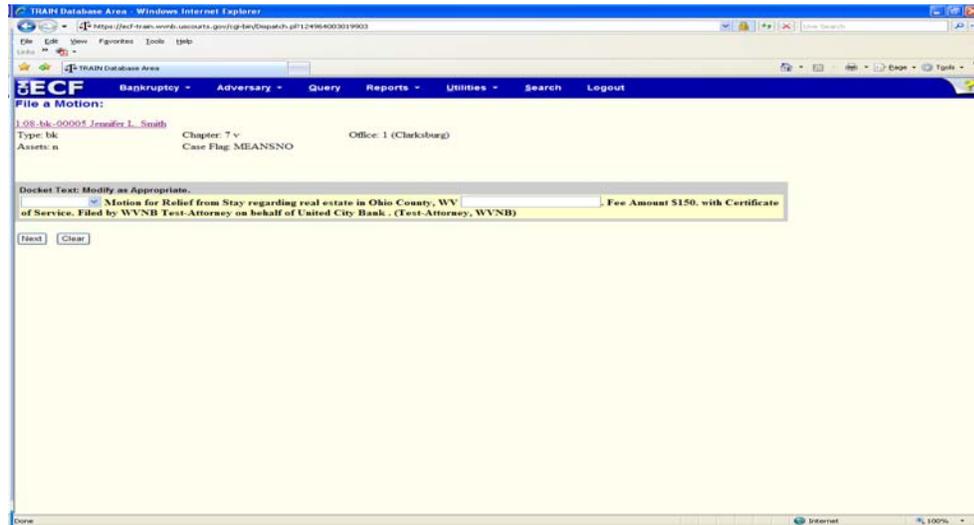


Figure 11

STEP 12 The **Docket Text: Final Text** screen displays. (See Figure 12.) This is your **last** opportunity to make corrections to your entry.

- ◆ Verify the final docket text.
- ◆ If correct, click **[Next]** to continue.
- ◆ If the final docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

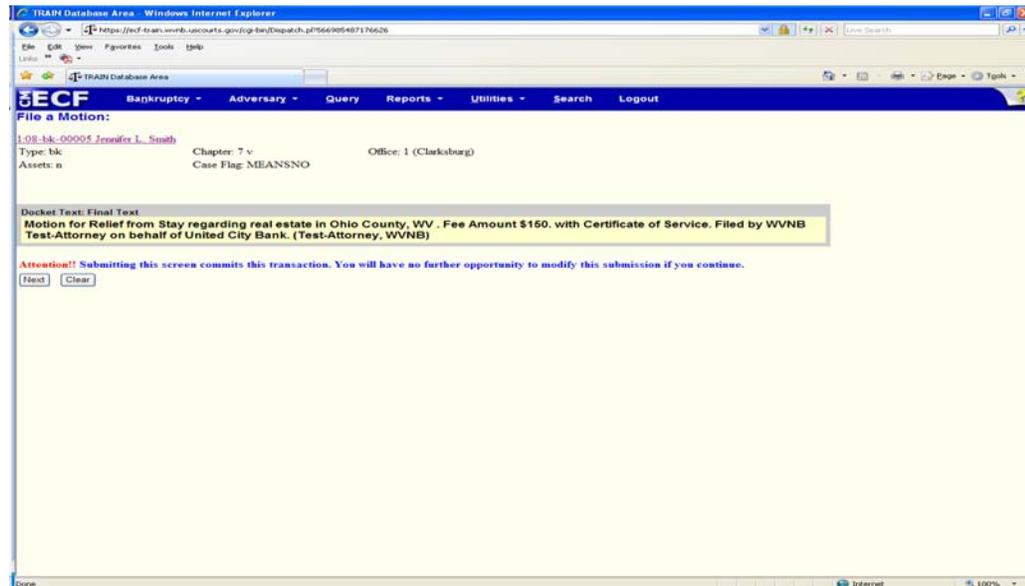


Figure 12

STEP 13 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt. **(See Figure 13.)**

- ◆ The notice will include the following information:
 - ◆ Who filed the document
 - ◆ Date and time
 - ◆ Case name
 - ◆ Case number
 - ◆ Document number
 - ◆ Original filename (pdf)
 - ◆ Electronic document stamp
 - ◆ Electronic mail recipients and manual notice lists

ECF Bankruptcy - Adversary - Query Reports - Utilities - Search Logout

File a Motion:

1:08-bk-00005 Jennifer L. Smith

Type: bk Chapter: 7 v Office: 1 (Clarksburg)

Assets: n Case Flag: MEANSNO

U.S. Bankruptcy Court
Northern District of West Virginia

Notice of Electronic Filing

The following transaction was received from WVNB Test-Attorney entered on 10/28/2008 at 9:48 AM EDT and filed on 10/28/2008

Case Name: Jennifer L. Smith

Case Number: 1:08-bk-00005

Document Number: 2

Docket Text:
Motion for Relief from Stay regarding real estate in Ohio County, WV - Fee Amount \$150. with Certificate of Service. Filed by WVNB Test-Attorney on behalf of United City Bank. (Test-Attorney, WVNB)

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

Document description:Main Document
Original filename:C:\Documents and Settings\ANITA\Desktop\2008 Court Directory.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=988911880 [Date=10/28/2008] [FileNumber=25315-0]
[a32cd8fd930f99254449b8ff727b85cb30d5539050f4973876f0a5d686a257a0
a628cf473ded891ef631e19a72260440aca1965799a3dc66:1efe753de]]

1:08-bk-00005 Notice will be electronically mailed to:
United States Trustee marcie_kacsmar@wvnb.uscourts.gov

1:08-bk-00005 Notice will not be electronically mailed to:
WVNB Test-Attorney
101 Some Street
Wheeling, WV 26003
Attorney1 WVNB

Figure 13

Motion for Compensation For Attorneys

This process will demonstrate the steps to file a motion for compensation in the CM/ECF system.

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



Figure 1

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

- ◆ Click the Motions/Applications hyperlink.

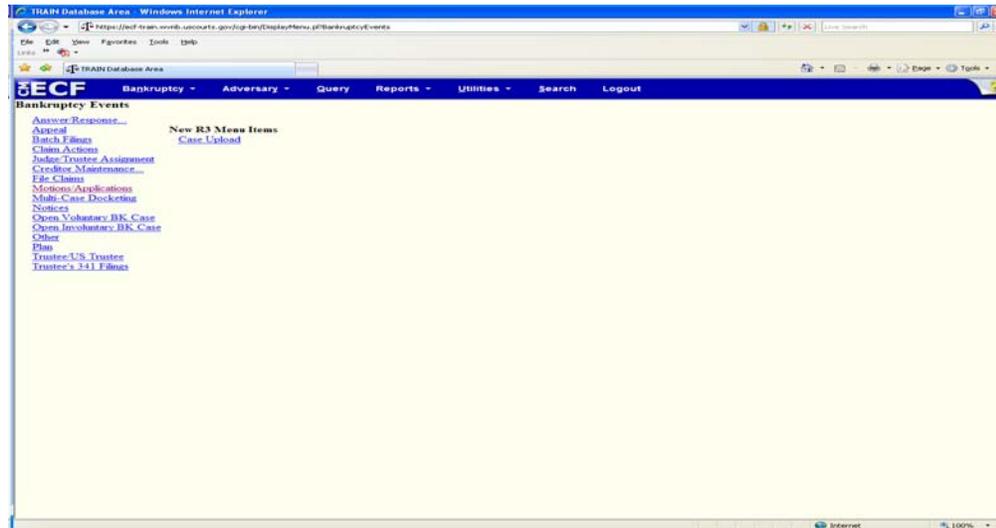


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

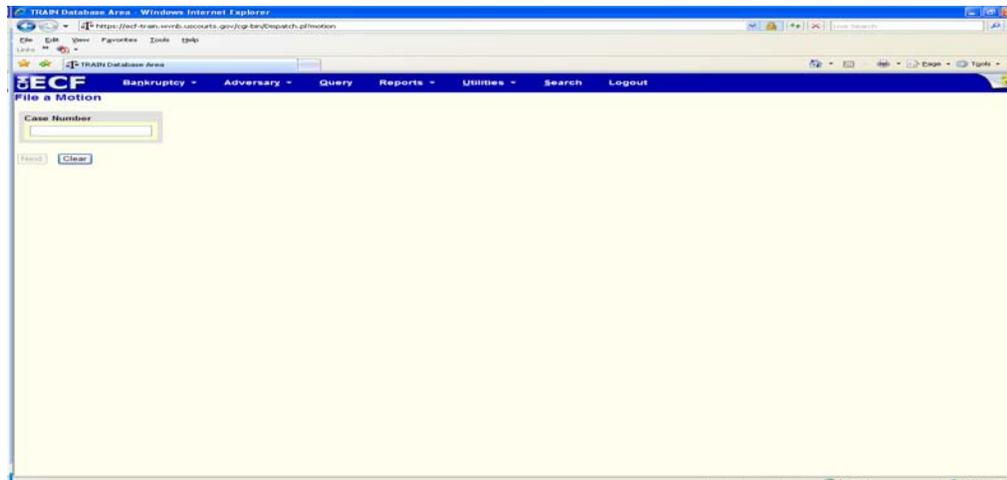


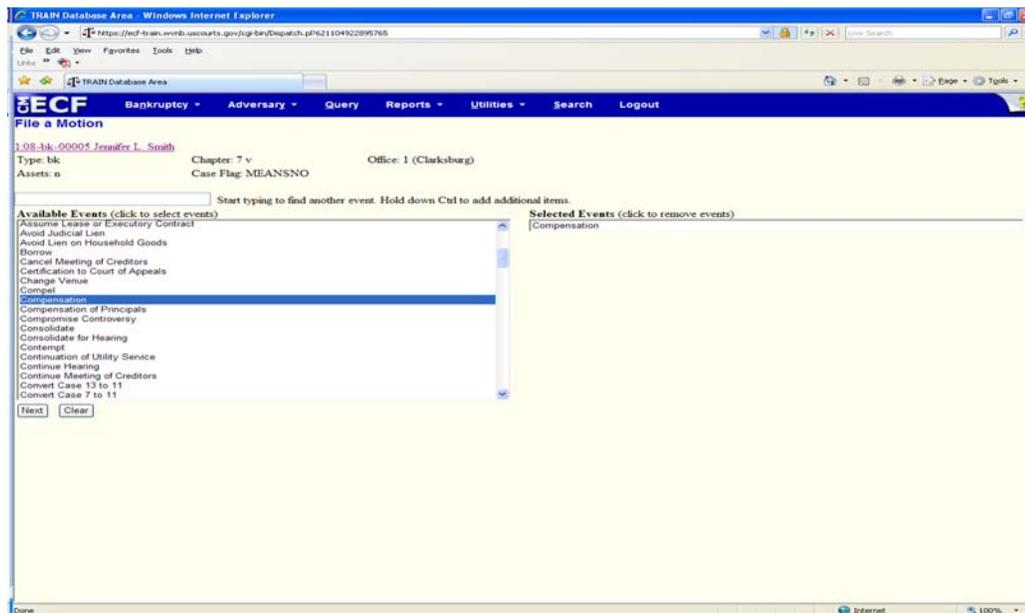
Figure 3

STEP 4 The **File a Motion** screen displays. (See Figure 4.)

- ◆ Verify the case name and case number that are displayed.
- ◆ If the case name and number are incorrect, click the browser **[Back]** button to re-enter the case number.
- ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Using the up and down arrows to the right of the box, scroll the options to highlight the type of document being filed. In this lesson, select Compensation

NOTE: You may also type the first letter of a relief (in this case 'C') to immediately move to the list of reliefs that begin with a particular letter.

- ◆ Click **[Next]** to continue.

**Figure 4**

- STEP 5** The **Joint Filing With Other Attorneys** screen displays.
- ◆ If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint filing, no action is required.
 - ◆ Click **[Next]** to continue.
- STEP 6** The **Select the Party** screen displays. **(See Figure 6.)**
- ◆ Click the down arrow to scroll the **Select the Party** box to locate the party filer (whom you are representing) **IF YOU ARE SEEKING COMPENSATION**. If you are seeking compensation for a party **OTHER THAN WHOM YOU ARE REPRESENTING**, i.e., accountant, appraiser, consultant, you would select or add the entity on this screen.
 - ◆ Click to highlight and select the appropriate party as explained above.
 - ◆ Then click **[Next]**.
 - ◆ If the party filer does **not** appear in the **Select the Party** box, Click on **Add/Create New Party**.
 - ◆ The **Search for a Party** screen displays.
 - ◆ On **Search for a Party** screen, enter the name of the party you represent in the **Last/Business Name** field
 - ◆ Then click **Search**.
 - ◆ If the name of the party you are representing is not contained in the court's database for this case, you will receive the following message: **No person found**. Select **Create new party**.
 - ◆ Complete the **Party Information** screen. The party's name will be displayed. Enter address by using Address 1, Address 2 and Address 3 fields and City, State and Zip fields.
 - ◆ Select Appropriate **Role** type. This may be **Creditor, Accountant, Appraiser, etc**.
 - ◆ Then click **Submit**.

- ◆ The **Select the Party** screen will display. Select the entity you added.
- ◆ Then click **[Next]**.
- ◆ The **Attorney/Party Association** screen will display. Create your association with this party by clicking in the box **ONLY IF YOU ARE COUNSEL FOR THE ENTITY SEEKING COMPENSATION**
- ◆ Then click **[Next]**.

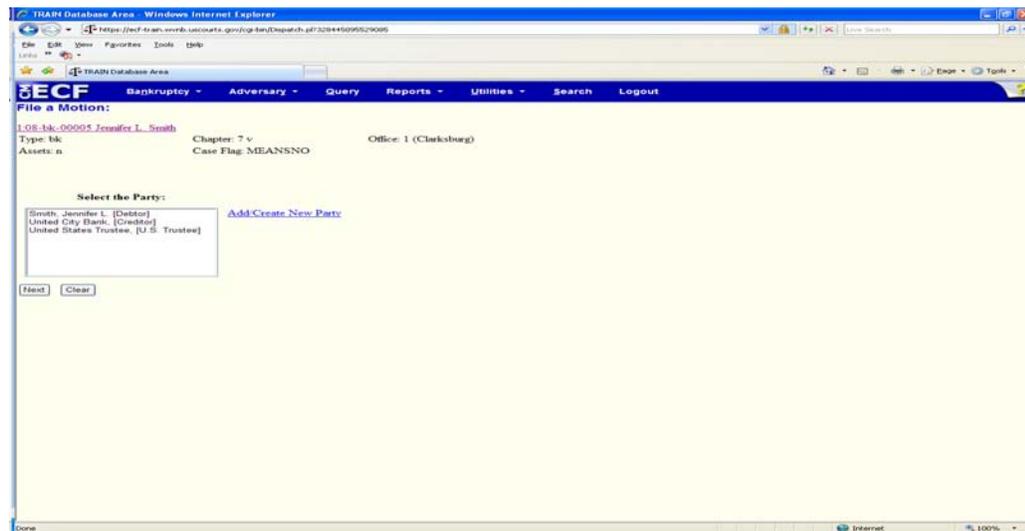


Figure 6

STEP 7 The **Select the pdf document** screen displays. (See Figure 7.)

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(*.*)**.

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

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

Documents for more information.)

- ◆ Click **[Next]** to continue.

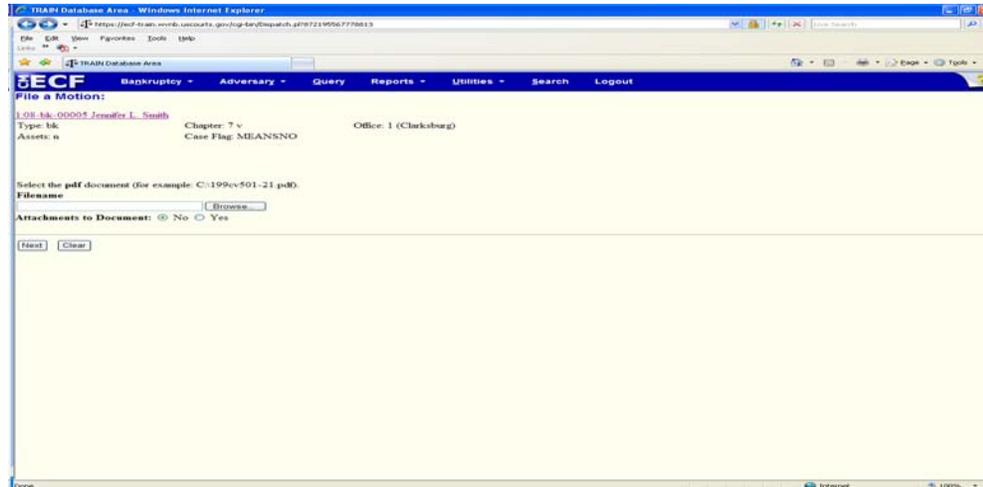


Figure 7

STEP 8 (See Figure 8.)

- ◆ Enter **y** or **n** on this screen if a **Certificate of Service** is being filed with the motion.
- ◆ Click **[Next]** to continue.

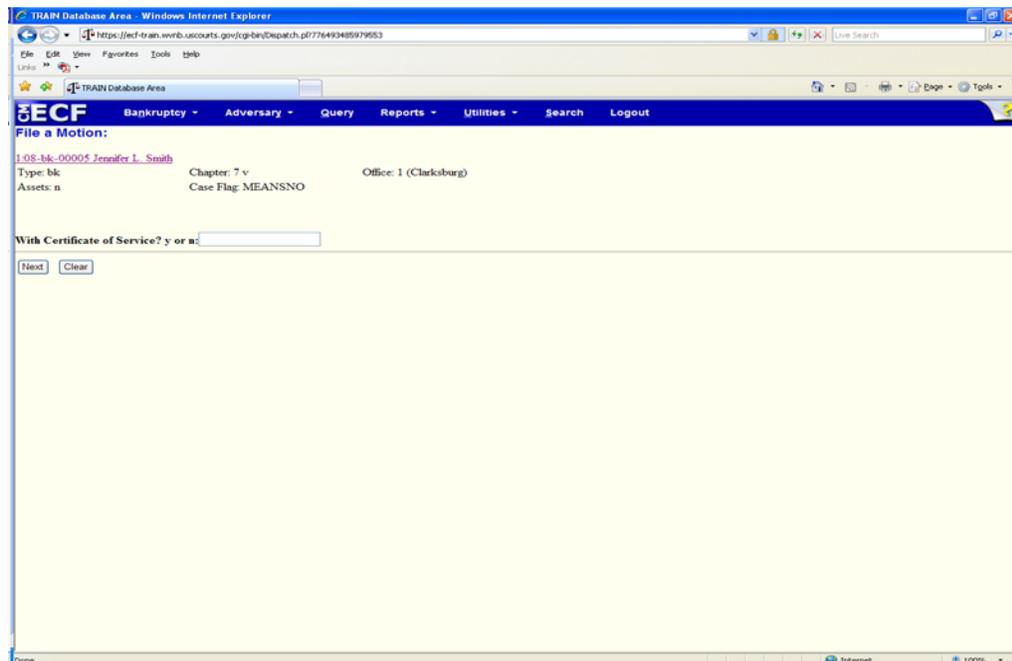


Figure 8

- ◆ Click **[Next]** after verifying the name and bankruptcy number.

STEP 9 The following screen displays. (See Figure 9a.)

Figure 9a

- ◆ You will complete only one portion of this screen. **If you are seeking compensation**, enter the information in the upper half of the screen. If you are filing the application on behalf of another party, select the **Filer** box in the upper half of the screen. Also select whom you represent in this case.

If you are seeking compensation for another party (such as an accountant, appraiser, auctioneer, consultant, etc.), you will enter the information in the lower half of the screen. You would not select the **Filer** box in the lower half of the screen.

- ◆ Select the Filer
- ◆ Type - Select applicable type such as Creditor's Attorney, Debtor's Attorney.
- ◆ From - Complete date
- ◆ To - Complete date
- ◆ Fee request \$ - Enter amount
- ◆ Expense request \$ - Enter amount

(See Figure 9b.)

THAF Database Area - Windows Internet Explorer
 https://jefc-train.wvrb.uscourts.gov/cgi-bin/Dispatch.pl?1669902439381

JECF Bankruptcy - Adversary - Query Reports - Utilities - Search Logout

File a Motion:
 1:08-bk-00005-Jennifer L. Smith Chapter: 7 v Office: 1 (Clarksburg)
 Type: bk Case Flag: MEANSNO
 Assets: a

Applicant: WVNB Test-Attorney
 Filer
 From: [] To: []
 Fee request \$ [] Expense request \$ []

Applicant: United City Bank
 Creditor
 From: 1/1/2008 To: 5/1/2008
 Fee request \$ 500.00 Expense request \$ 300.00

Type: Creditor's Attorney

Next Clear

Figure 9b

- ◆ Click **[Next]** to continue.

STEP 10 The **Docket Text: Modify as Appropriate** screen displays. (See Figure 10.)

- ◆ You may insert additional text and/or add a prefix to your docket entry. Click on the down arrow in the white box to select an appropriate prefix if applicable
- ◆ Click **[Next]** to continue.

THAF Database Area - Windows Internet Explorer
 https://jefc-train.wvrb.uscourts.gov/cgi-bin/Dispatch.pl?1669902439381

JECF Bankruptcy - Adversary - Query Reports - Utilities - Search Logout

File a Motion:
 1:08-bk-00005-Jennifer L. Smith Chapter: 7 v Office: 1 (Clarksburg)
 Type: bk Case Flag: MEANSNO
 Assets: a

Docket Text: Modify as Appropriate.
 Application for Compensation for United City Bank, Creditor's Attorney, Period: 1/1/2008 to 5/1/2008, Fees: \$500.00, Expenses: \$300.00, with Certificate of Service. Filed by WVNB Test-Attorney - (Test-Attorney, WVNB)

Next Clear

Figure 10

- STEP 11** The **Docket Text: Final Text** screen displays. (See Figure 11.) This is your **last** opportunity to make corrections to your entry.
- ◆ Verify the final docket text.
 - ◆ If correct, click **[Next]** to continue.
 - ◆ If the final docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
 - ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

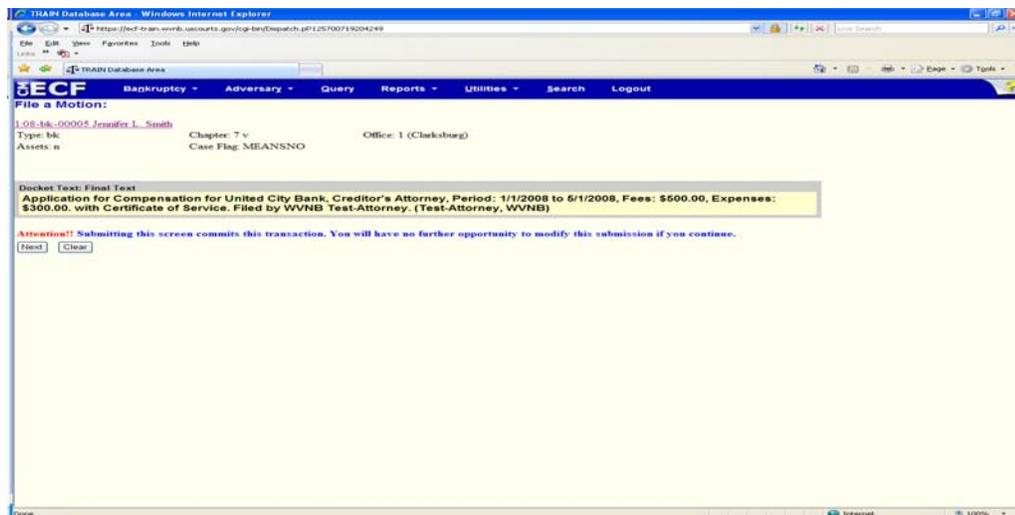


Figure 11

- STEP 12** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt. (See Figure 12.)
- ◆ The notice will include the following information:
 - ◆ Who filed the document
 - ◆ Date and time
 - ◆ Case name
 - ◆ Case number
 - ◆ Document number
 - ◆ Original filename (pdf)
 - ◆ Electronic document stamp
 - ◆ Electronic mail recipients and manual notice lists

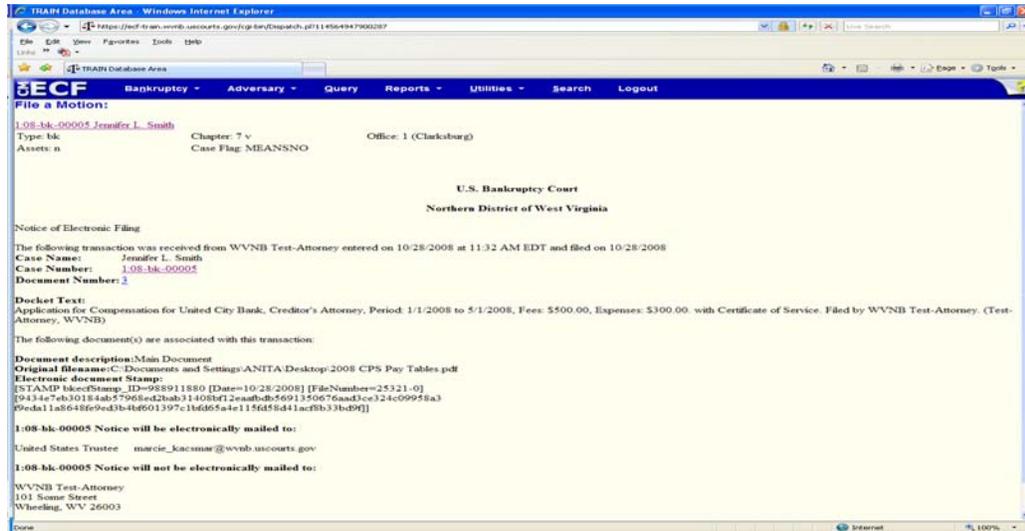


Figure 12

Multi-Part Motions

This procedure explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection.

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



Figure 1

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

- ◆ Click the Motions/Applications hyperlink.

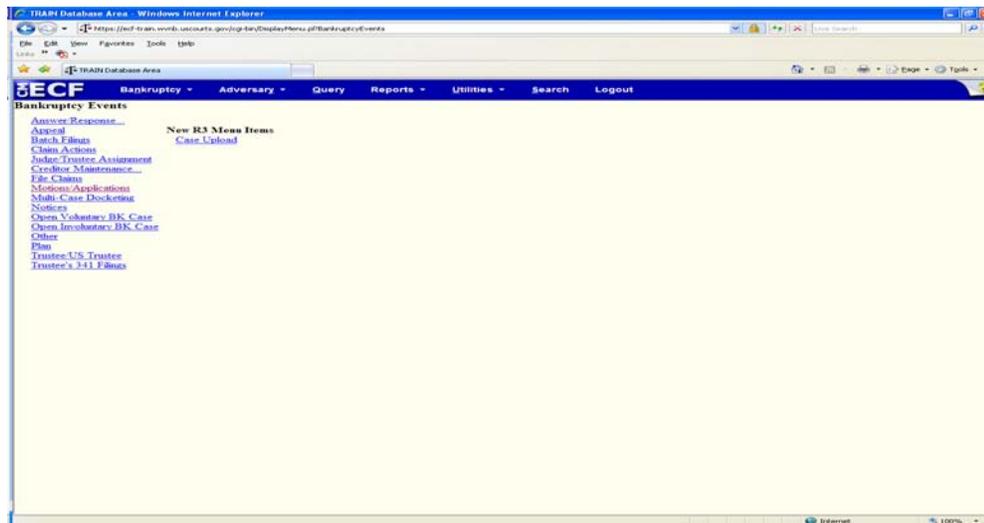


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Next]**.

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

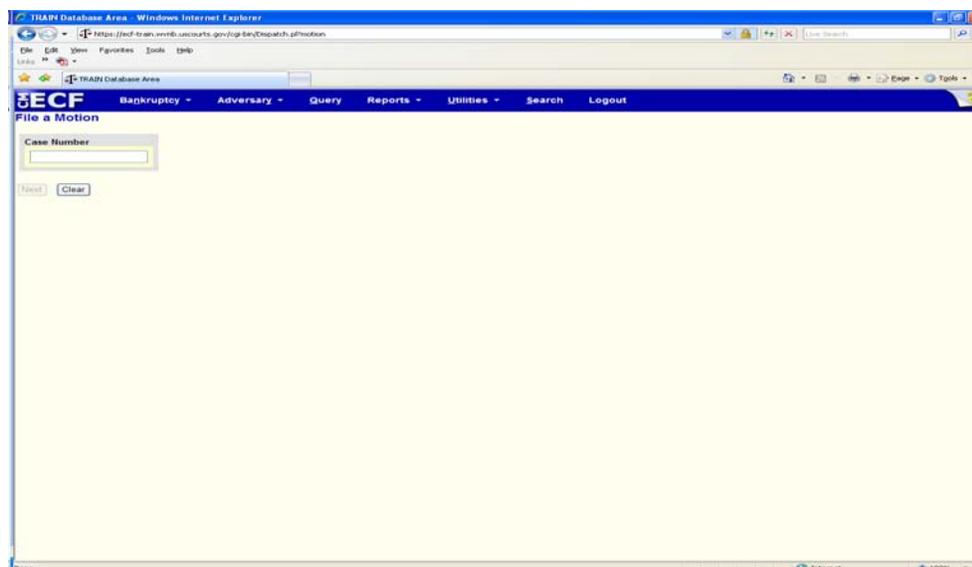


Figure 3

STEP 4 The **MOTION EVENTS** screen displays next.
(See Figure 4.)

- ◆ Click to highlight Relief From Stay. Keeping the **[Ctrl]** key depressed, scroll and highlight Adequate Protection. Release the **[Ctrl]** key. There are now two reliefs identified and selected for this motion.
- ◆ Click **[Next]**.

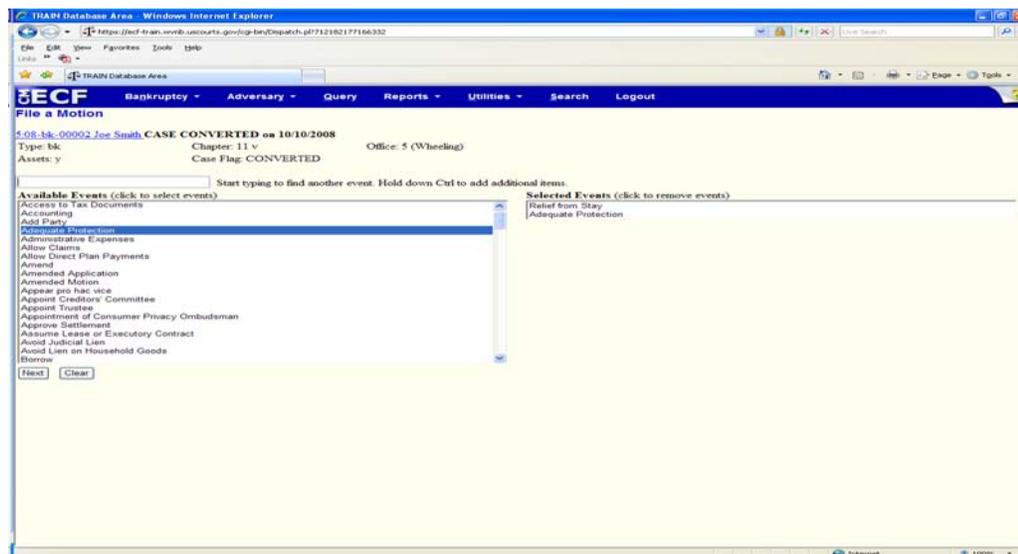


Figure 4

STEP 5 The **JOINT FILING** screen displays. (See Figure 5.)

- ◆ This screen is only used if another attorney is joining in a filing, do not check this box.

If this were a joint filing with another attorney(s) you would check the box and after selecting **[Next]** you would be presented with a pick list of attorneys on the case to select as joint filers.

- ◆ Click **[Next]**.



Figure 5

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

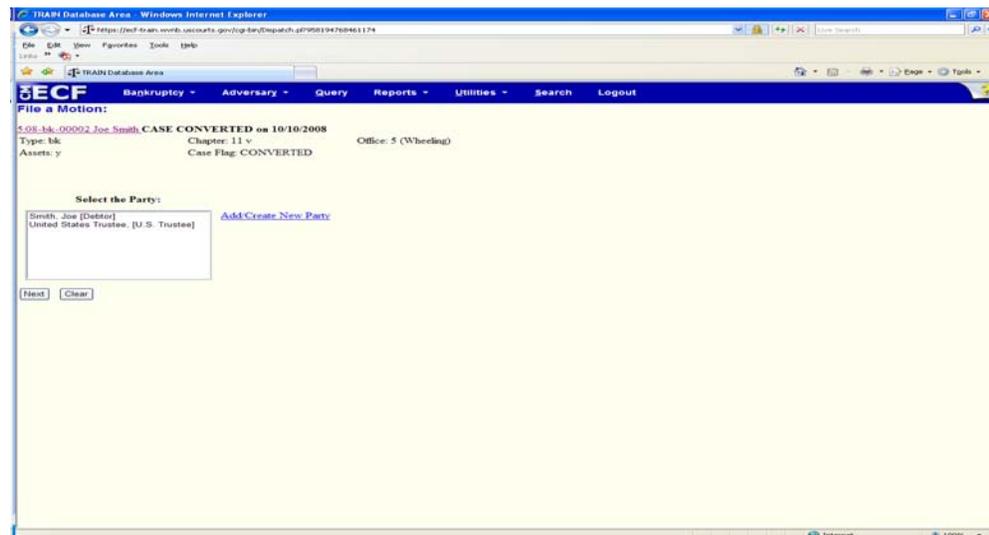


Figure 6

- ◆ Since the party, Friendless Finance, is currently not a party in this case, they are not listed and must be added. Click the [Add/Create New Party](#) hyperlink.

STEP 7 The **PARTY SEARCH** screen appears. (See Figure 7.)

- ◆ Enter the first part of the business name and click **[Search]**.



Figure 7

STEP 8 If there are no matches, the system will return a **No Person Found** message. Make sure your search criteria is accurate. If the party is not found on your first try, use different criteria and/or wildcards. **(See Figure 8.)**

- ◆ Since the party is not already on the database, proceed to add the creditor, Friendless Finance. Click **[Create New Party]**.

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

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

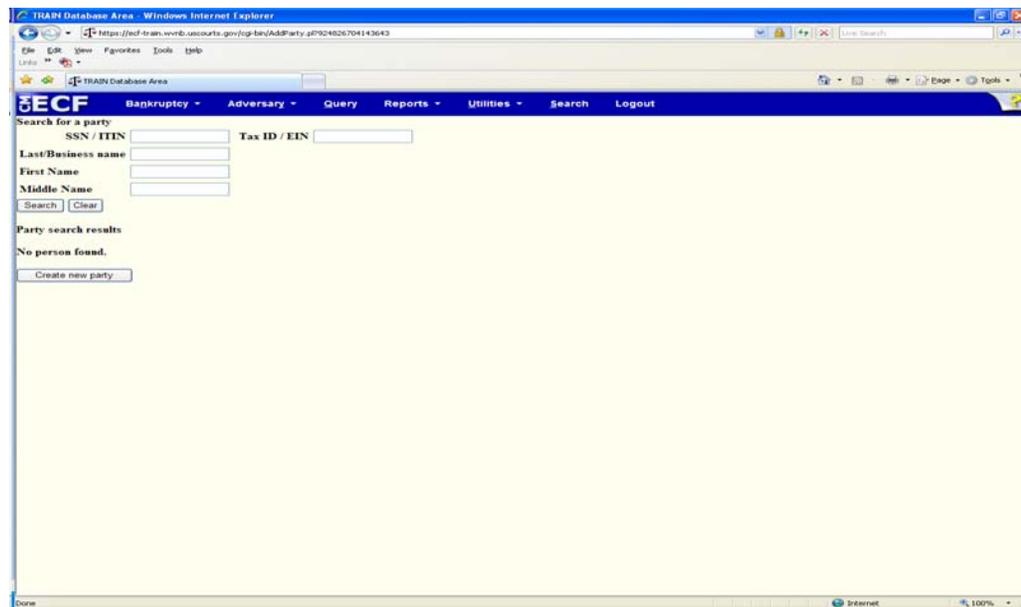


Figure 8

STEP 9 The **PARTY INFORMATION** screen displays. (See Figure 9.)

- ◆ Enter creditor **Name** information in the appropriate boxes.
- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Creditor.
- ◆ Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- ◆ It is not necessary to add yourself as counsel for the party. You will have an opportunity to create this association on a later screen.
- ◆ Click [**Submit**].

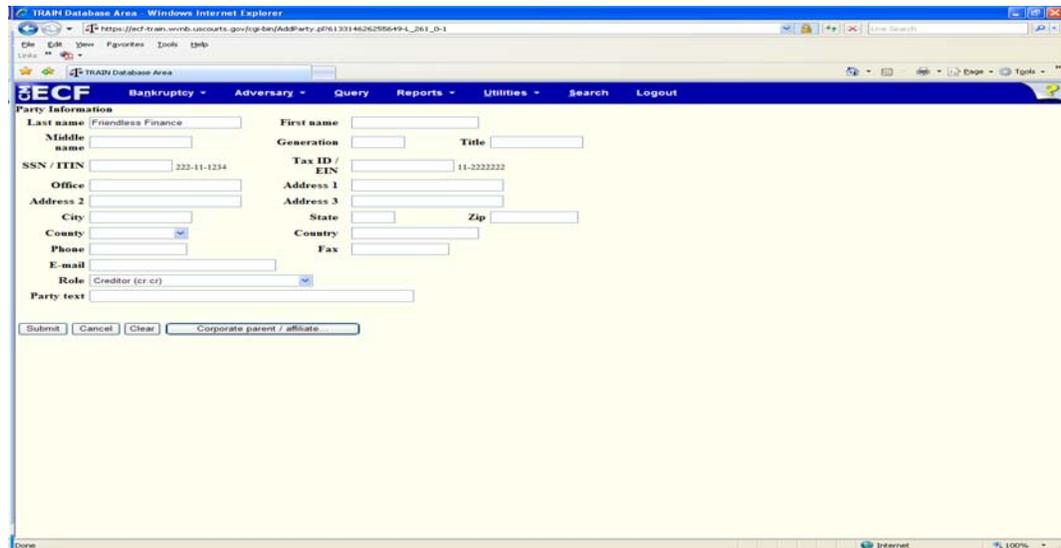


Figure 9

STEP 10 The **SELECT PARTY** screen appears again. (See Figure 10.)

- ◆ The new creditor's name, Friendless Finance, is highlighted.
- ◆ Click **[Next]** to continue.

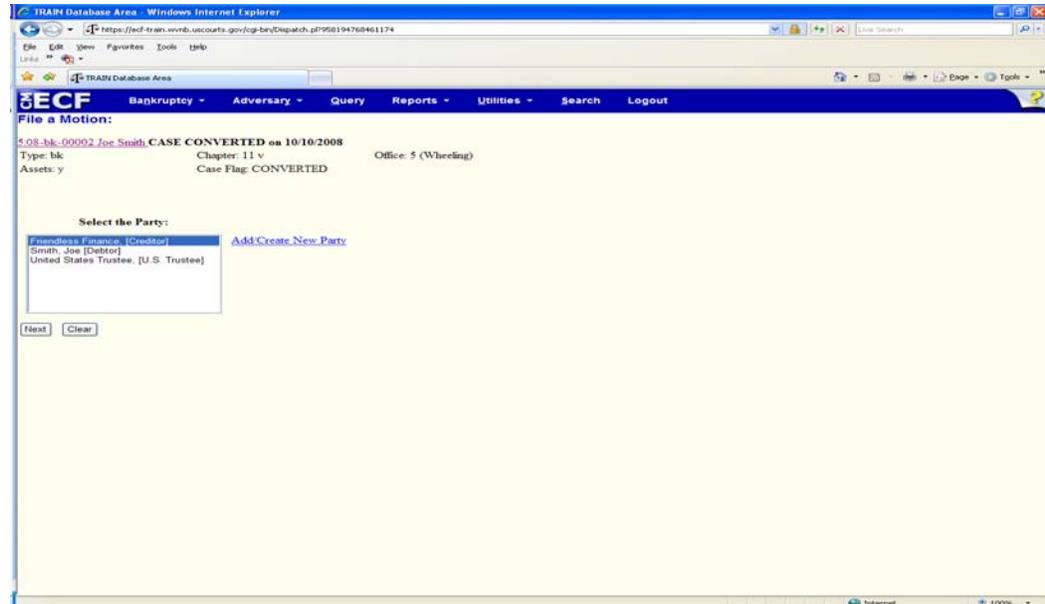


Figure 10

STEP 11 The **ATTORNEY/PARTY ASSOCIATIONS** screen appears. (See Figure 11.)

- ◆ Click the box to establish the association between you and Friendless Finance in this case.
- ◆ Click **[Next]**.

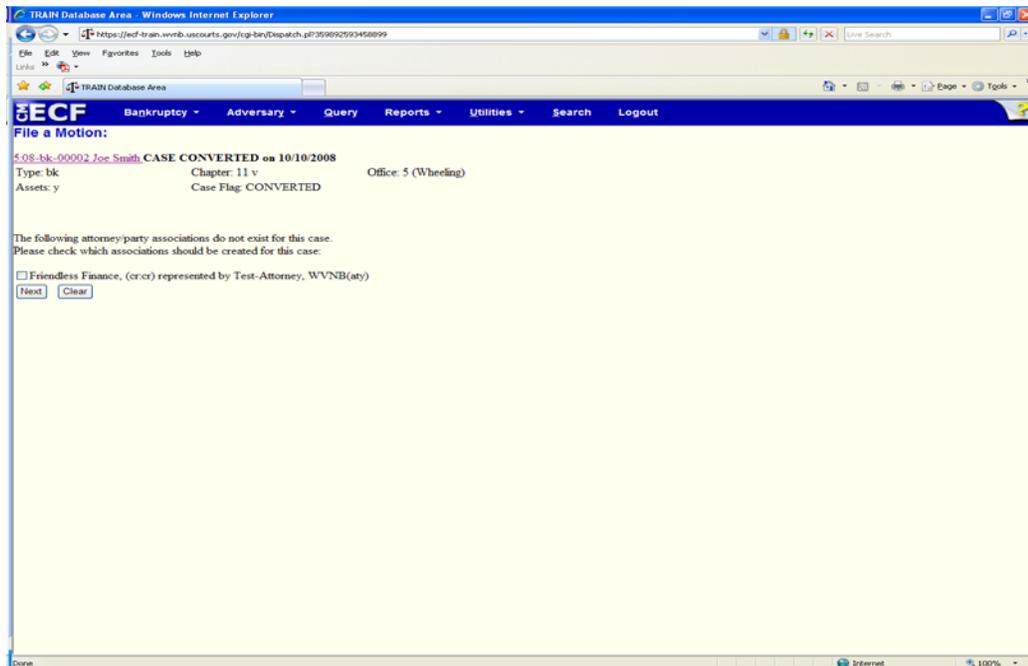


Figure 11

STEP 12 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 12.)

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - In the **File Upload** window, change **Files of type:** to **All Files (*.*)**
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- ◆ Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.

- ◆ The path and name of the selected PDF file is placed in the **Filename** Box. The file will be associated with the current event and a hyperlink will be created to it.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
- ◆ Click **[Next]**.



Figure 12

STEP 13 The **With Certificate of Service?** screen displays. (See Figure 13.)

- ◆ If applicable, insert brief description of property.
- ◆ **With Certificate of Service?** Enter **y** or **n**
- ◆ Click **[Next]** to continue.

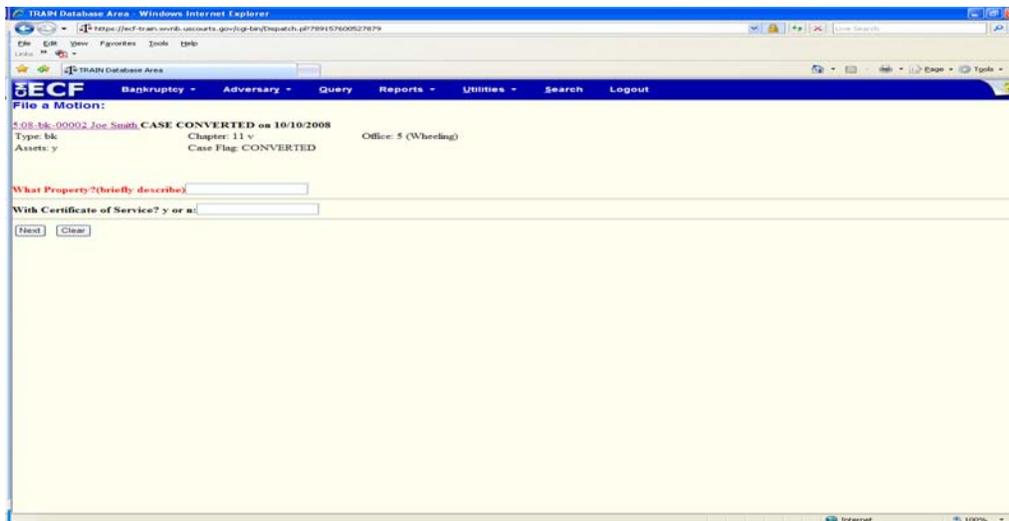


Figure 13

STEP 14 Since a part of this multi-part motion is Relief from Stay requiring a filing fee, the screen shown below appears. (See Figure 14.)

- ◆ Enter **y** and Click **[Next]** to continue.

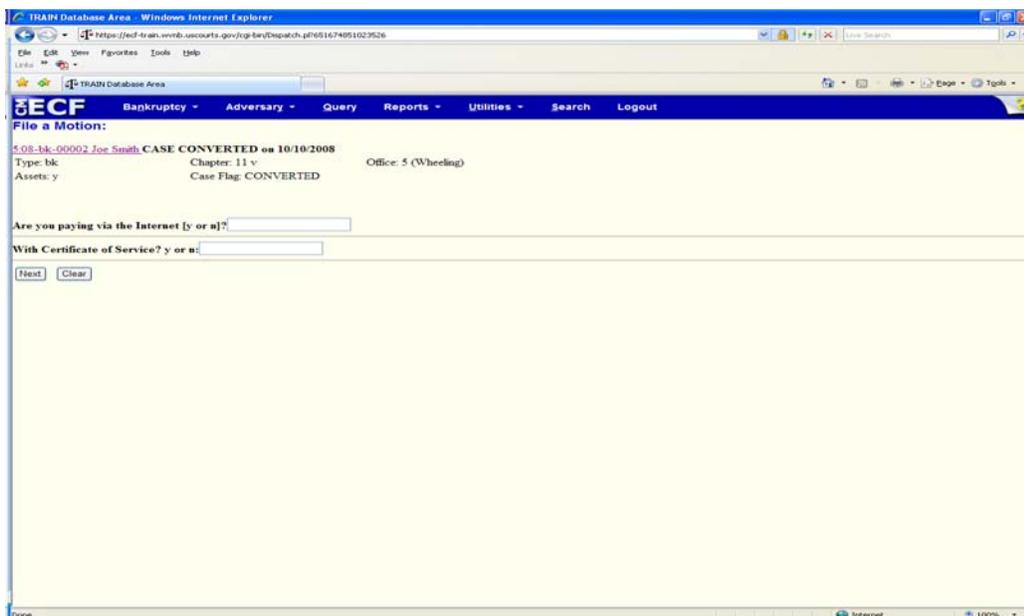


Figure 14

STEP 15 The following screen displays if there is a filing fee required to file your motion. (See Figure 15.)

- ◆ Click **[Next]** to continue.

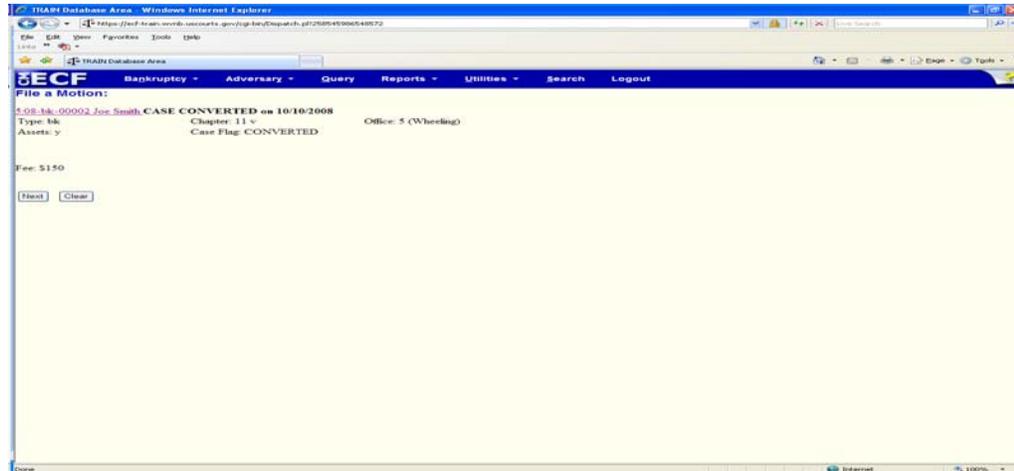


Figure 15

Step 16 The **MODIFY DOCKET TEXT** screen appears. (See Figure 16.)

If appropriate, choose a prefix from the **Prefix Text** pick list

- ◆ In either or both of the text boxes, add additional text for the motions you are filing, if applicable.
- ◆ Click **[Next]** to continue.

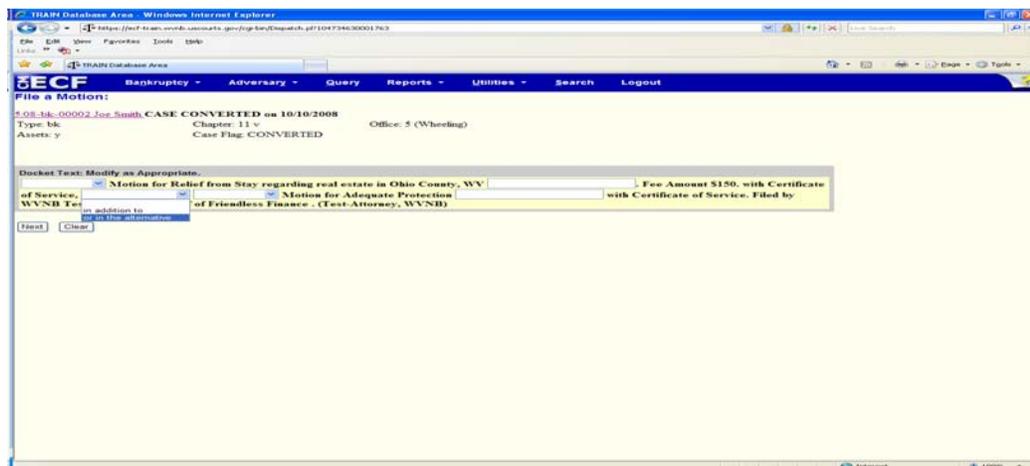


Figure 16

- STEP 17** The **FINAL DOCKET TEXT** screen displays. (See Figure 17.)
- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click **[Next]**.
 - ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

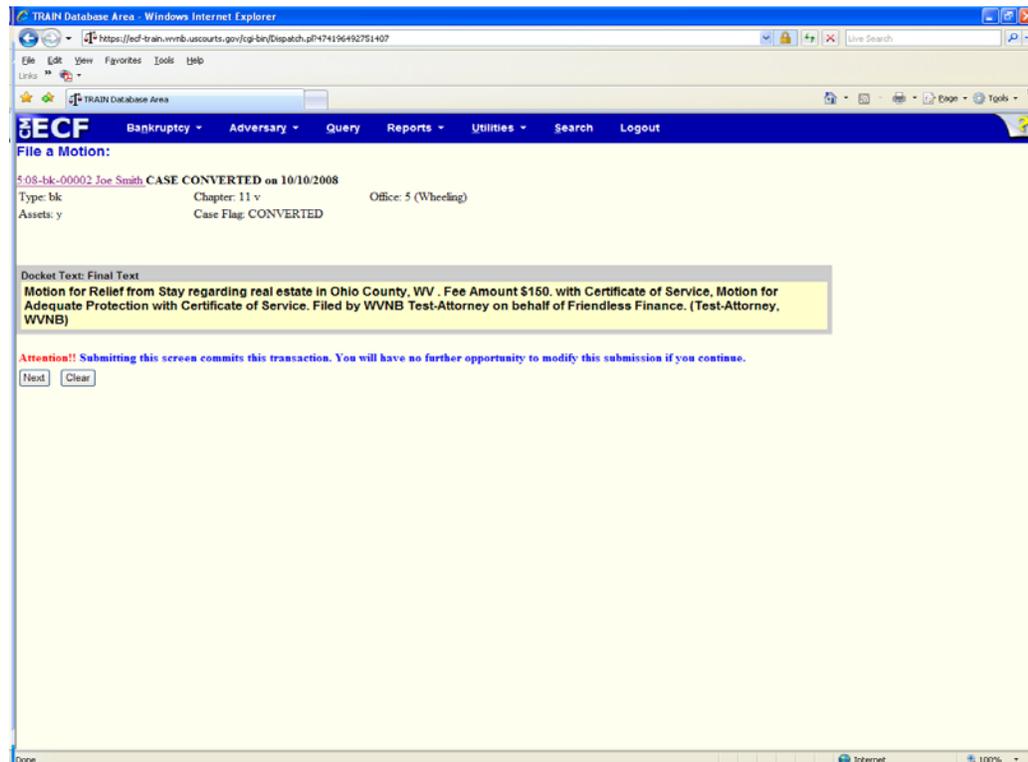


Figure 17

- STEP 18** The **NOTICE OF ELECTRONIC FILING SCREEN** displays. (See Figure 18.)
- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the **PACER** login screen.
 - ◆ Clicking on the document number hyperlink will present the PACER login screen.
 - ◆ To print a copy of this receipt click the browser **[Print]** icon.
 - ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
 - ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.

Notice of Electronic Filing:

Hyperlink to docket sheet

Date and time stamp information

Case Title

Case number hyperlink to docket sheet

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description: Defaults to **Main Document** being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.

Document description: First **attached** document's description that was entered on the attachment screen by the filer.

Original filename: Filer's full directory path from the firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.

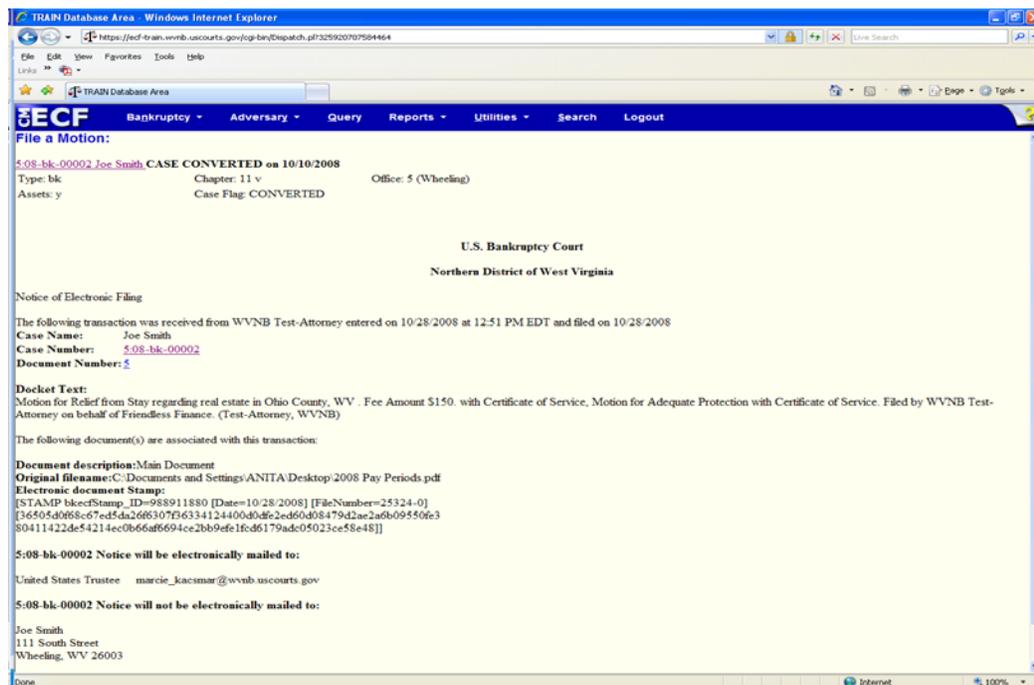


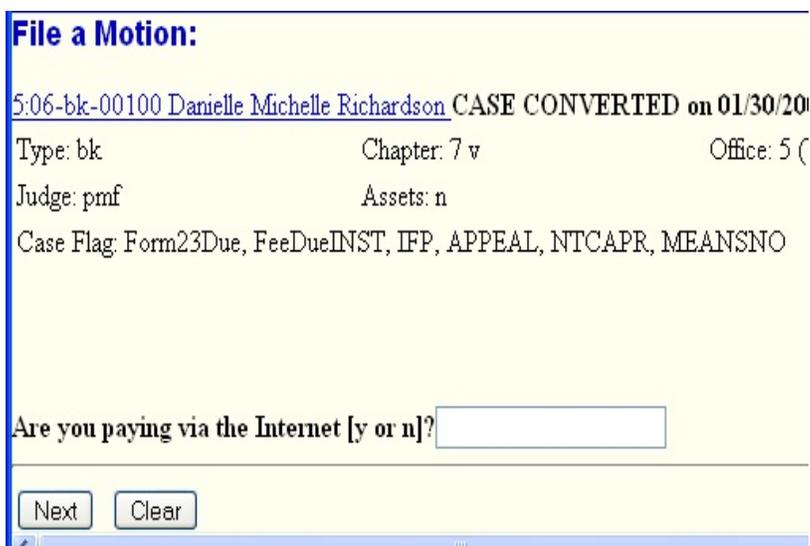
Figure 18

Internet Credit Card Module

This Process shows the screens for paying a filing fee via the internet, using a credit card. This feature allows you to pay filing fees as they are accrued or to defer payment until the end of the day and thereby only charge your credit card once. **Please note: You must pay all fees by midnight each day.**

In this scenario we are docketing a motion for relief from stay. **(If you are filing a new case, the steps are very similar, please see the end of this document for the steps.)**

STEP 1 Enter “y” in the text box as shown in **Figure 1** and click **Next**.



File a Motion:

5:06-bk-00100 Danielle Michelle Richardson CASE CONVERTED on 01/30/20

Type: bk	Chapter: 7 v	Office: 5 (
Judge: pmf	Assets: n	

Case Flag: Form23Due, FeeDueINST, IFP, APPEAL, NTCAPR, MEANSNO

Are you paying via the Internet [y or n]?

Figure 1

STEP 2 The Fee screen appears, click **Next**. (See **Figure 2**)

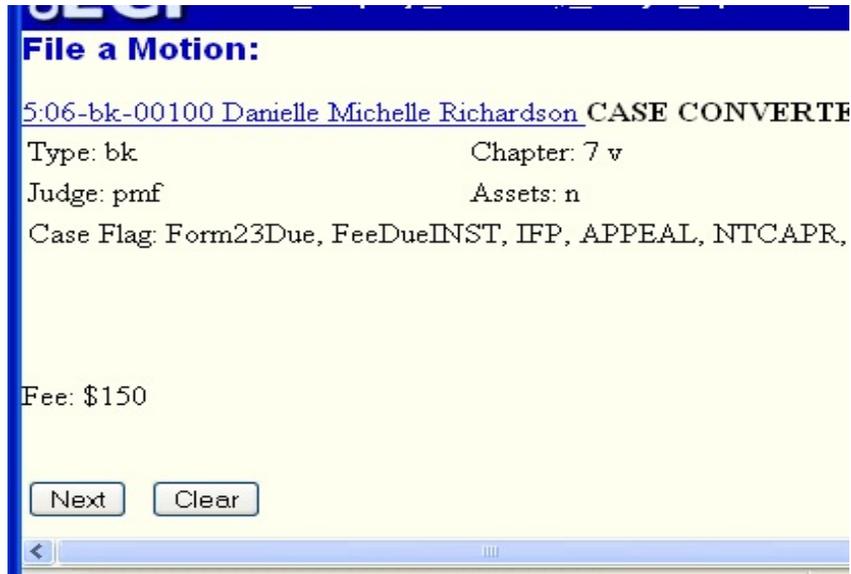


Figure 2

STEP 3 The **Modify Docket Text** screen appears. Click **Next** to continue. (See **Figure 3**)

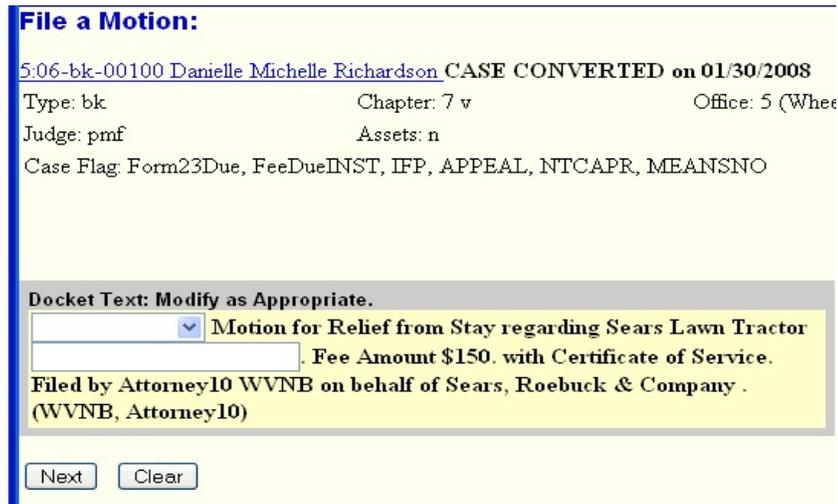


Figure 3

STEP 4 The **Final Docket Text** screen appears. Once you are certain the docket text is correct, click **Next** to continue.(See **Figure 4**)

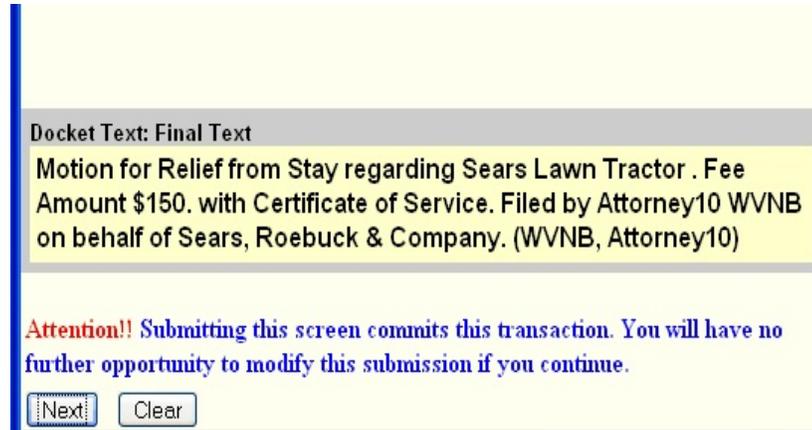


Figure 4

STEP 5 You will then see the Notice of Electronic Filing screen display with the **Electronic Payment** window on top of it. The Electronic Payment Window displays your summary of current charges. You may click on **Pay Now** or **Continue Filing**. Remember, you must pay all fees by midnight each day. In this scenario, we will choose **Pay Now**. If you choose **Continue Filing**, the Electronic Payment window will close.

(See **Figure 5**)

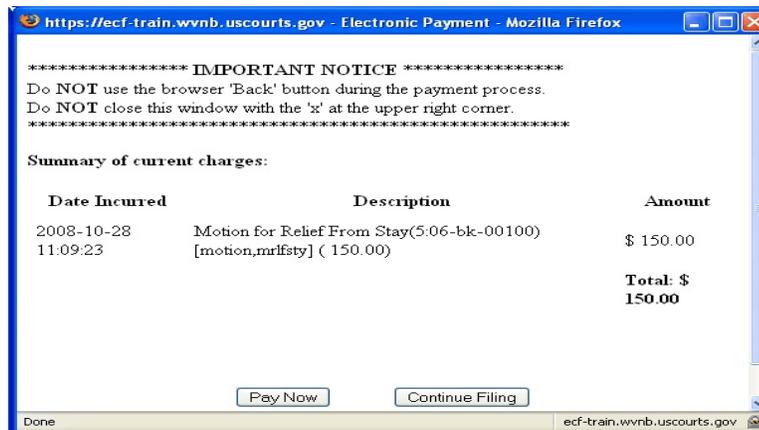


Figure 5

STEP 6 The **Online Payment** screen appears. All fields marked with a red asterisk are required. The Account Holder Name, Payment Amount, Billing Address and Country are pulled in from CM/ECF and do not need to be changed.

Click on the down arrow next to **Card Type entry box** and select your card type. Next, type in your card number. (Do not use spaces)

Then type in your security code: for Visa, Mastercard and Discover: the security code is a 3 digit number printed after your card number on the back of your card. For American Express: the security code is a 4 digit number on the front of your card printed to the right of your card number.

Then choose your expiration date month and year.

After filling in the appropriate information, click **Continue with Plastic Card Payment**. (See Figure 6)

The screenshot shows a web browser window titled "https://qa.pay.gov - Online Payment - Mozilla Firefox". The page content includes:

- Page title: **Online Payment** with a link "Return to your originating application".
- Section: **Step 1: Enter Payment Information** (1 | 2).
- Text: **Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)**
- Text: **Required fields are indicated with a red asterisk ***
- Form fields:
 - Account Holder Name: Attorney10 WVNB *
 - Payment Amount: \$150.00 *
 - Billing Address: 100 Summer Main Street *
 - Billing Address 2: (empty)
 - City: (empty)
 - State / Province: (dropdown menu)
 - Zip / Postal Code: 26003
 - Country: United States *
 - Card Type: (dropdown menu) with logos for VISA, MasterCard, AMEX, American Express, and DISCOVER.
 - Card Number: (text input) * (Card number value should not contain spaces or dashes)
 - Security Code: (text input) * [Help finding your security code](#)
 - Expiration Date: (dropdown menu) * / (dropdown menu) *
- Text: Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.
- Buttons: **Continue with Plastic Card Payment** and **Cancel**.
- Footnote: **Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 6

STEP 7 You will then see Step 2 of the payment process: **Authorize Payment**. On this screen you may type in your email address to have a confirmation/receipt of this transaction sent to your email address or to any other email address you specify in the “CC:” box below. You must check the box to authorize payment and then click on **Submit Payment** to complete your transaction. (See Figure 7)

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Attorney10 W\NWB 100 Summer Main Billing Address: Street Billing Address 2: City: State / Province: Zip / Postal Code: 26003 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 11 / 2008	Payment Amount: \$150.00 Transaction Date: 10/28/2008 11:40 and Time: EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Done qa.pay.gov

Figure 7

- STEP 8** The **Transaction Receipt** screen displays. The Transaction number is your receipt number. Click on **Close Window**.
(See **Figure 8**)

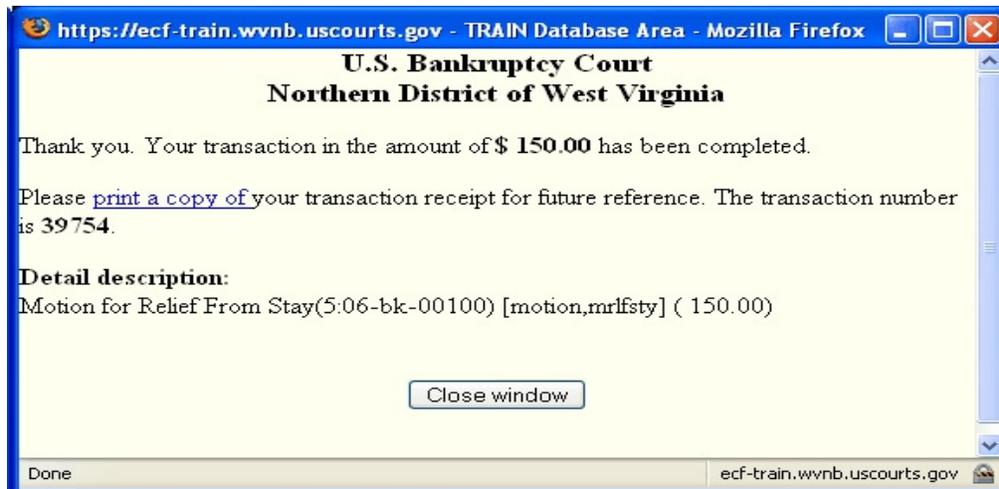


Figure 8

Here is the only screen that is different when you file a voluntary petition.

Follow the instructions and do not enter any information in the receipt number field. Click **Next**. (See **Figure 9**)

ECF Bankruptcy Adversary Query Reports Utilities Search Logo

Open Voluntary Bankruptcy Case
Tue Oct 28 13:22:34 2008

All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments. Otherwise, The Full Fee Will Be Charged To your Credit Card.

LEAVE THE RECEIPT NUMBER **BLANK** IF YOU WILL BE PAYING VIA THE INTERNET! or O for Other Payment (Prior Approval Required)

Receipt # Fee: \$299

Done ecf-train.wvrb.uscourts.gov

Figure 9

You will then see the Electronic Payment Window on top of the Notice of Electronic Filing, just as in step 5. Follow steps 6 through 8 to finish the payment.

The Internet Credit Card Module gives you 2 additional features under the Utilities Menu: Internet Payment History and Internet Payments Due (See Figure 10)



Figure 10

By clicking on the Internet Payment History Report and entering a date range, you are able to see what transactions have been charged to your credit card along with the associated transaction receipt numbers. (See Figures 11 and 12)

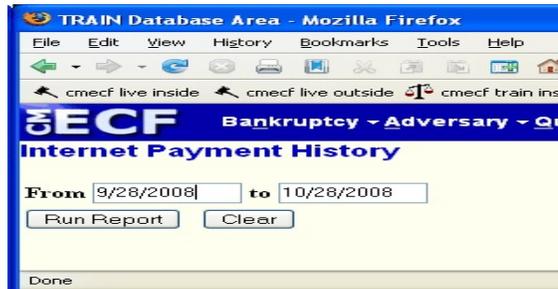


Figure 11

The screenshot shows the 'Internet Payment History for WVNB, Attorney10' report for the date range 9/28/2008 to 10/28/2008. The report is from the U.S. Bankruptcy Court, Northern District of West Virginia. The data is presented in the following table:

Date Paid	Description	Payment Method	Receipt #	Amount
2008-10-24 15:41:59	Larry L. Smith Amended Schedules (Fee)(5:08-bk-00052) [misc,amdsch] (26.00)	credit card	39730	\$ 26.00
2008-10-28 11:48:23	Danielle Michelle Richardson Motion for Relief From Stay(5:08-bk-00100) [motion,mrlfsty] (150.00)	credit card	39754	\$ 150.00

Figure 12

If you click on the option of **Internet Payments Due** under the Utilities menu, you may “settle” your account at any time. The **Electronic Payment** window opens if you have any outstanding credit card fees. (See **Figure 13**) You may then click on **Pay Now** and follow the screens to settle your account.

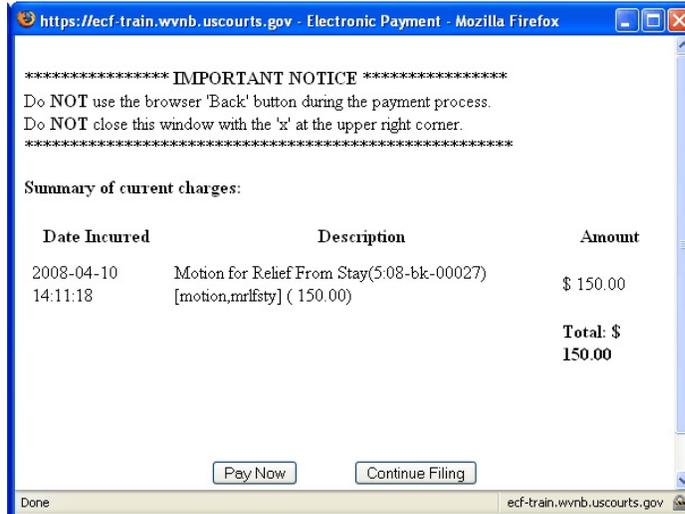


Figure 13

Notice of Deposition

The [Notices](#) hypertext link lists various notices which an attorney submits to the court. The following instructions will guide you through the steps to file a Notice to Take Deposition.

- STEP 1** Click the [Bankruptcy](#) hypertext link from the CM/ECF Main Menu Bar. (See Figure 1.)

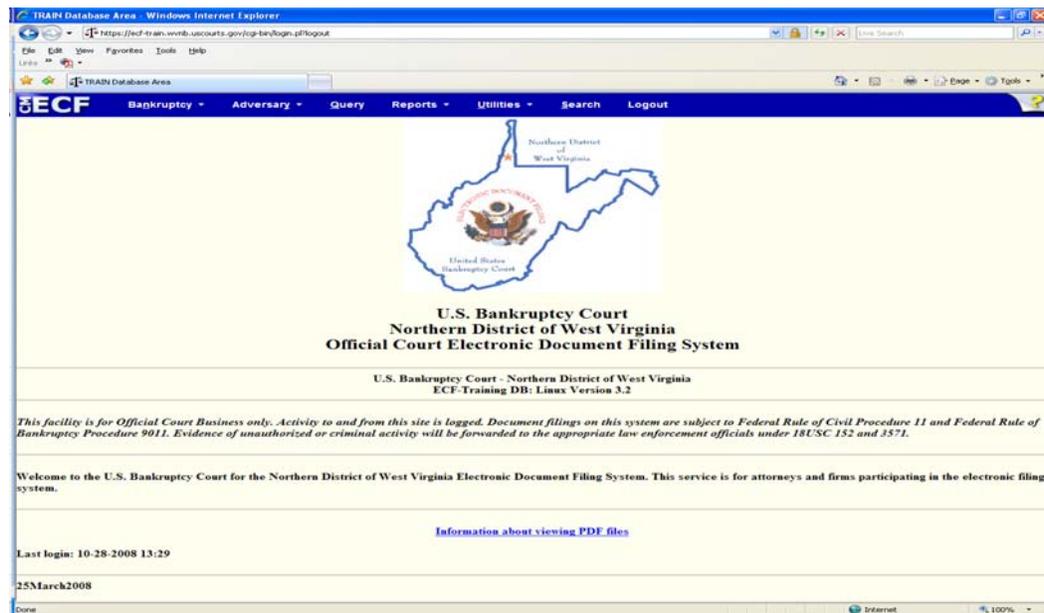


Figure 1

- STEP 2** The **Bankruptcy Events** screen displays. (See Figure 2.)
- ◆ Click the [Notices](#) hypertext link.

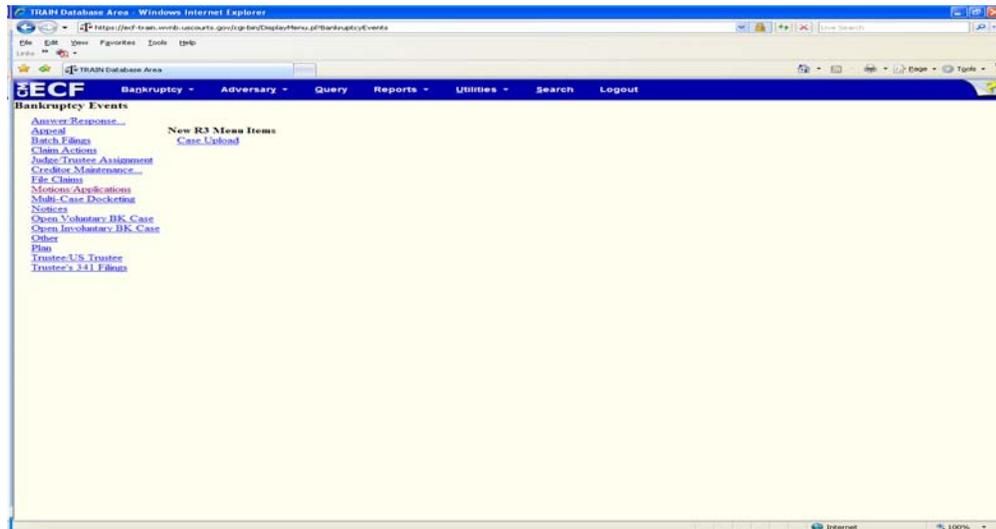


Figure 2

STEP 3 The **Case Number** screen displays. (See Figure 3.)

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

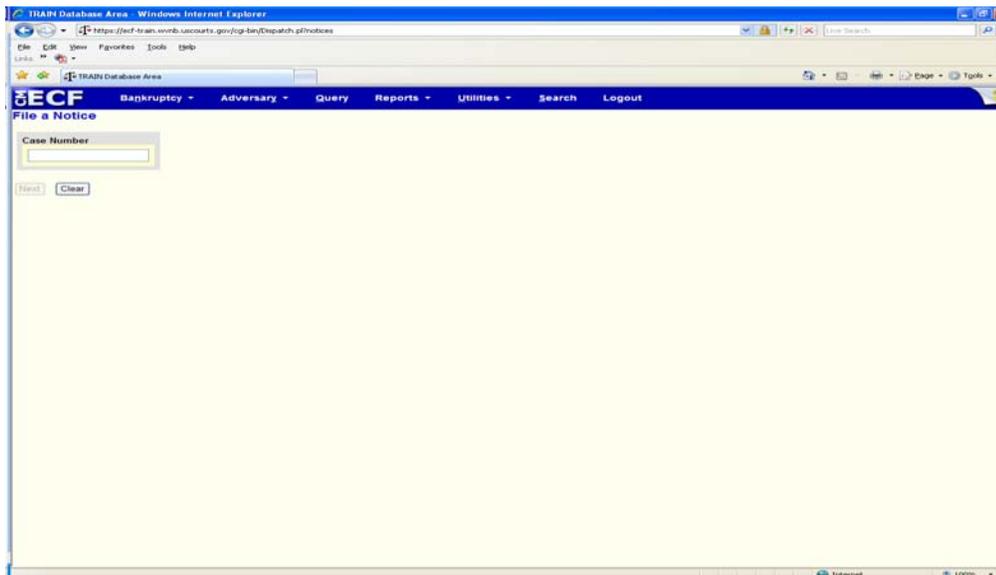


Figure 3

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

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

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

- ◆ Use the down arrow ▼ to the right of the box to scroll through the event list to select the document to be filed. Click to highlight **Notice to Take Deposition**. (See Figure 4.)
- ◆ Click **[Next]** to continue.

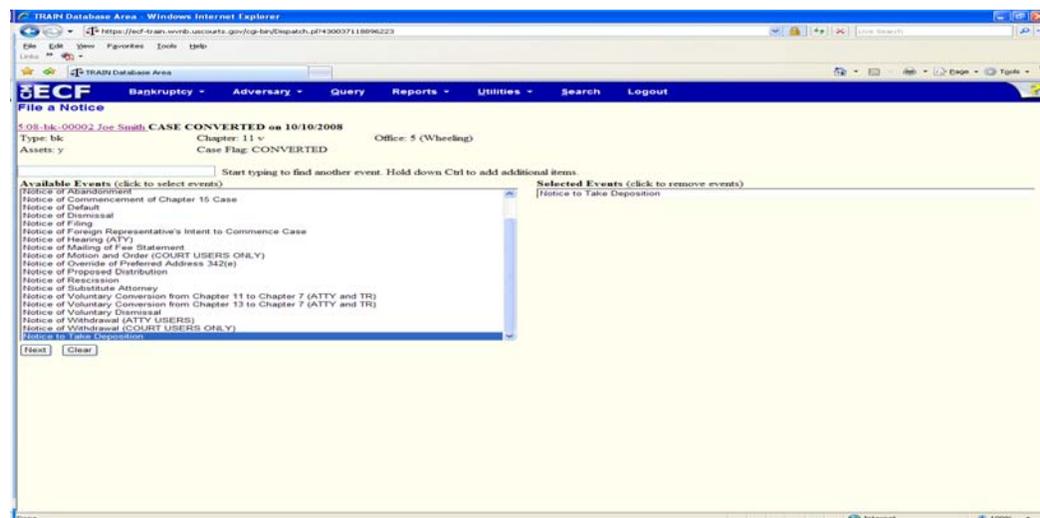


Figure 4

STEP 5 The **Joint Filing With Other Attorneys** screen displays. (See Figure 5.)

- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click **[Next]** to continue.

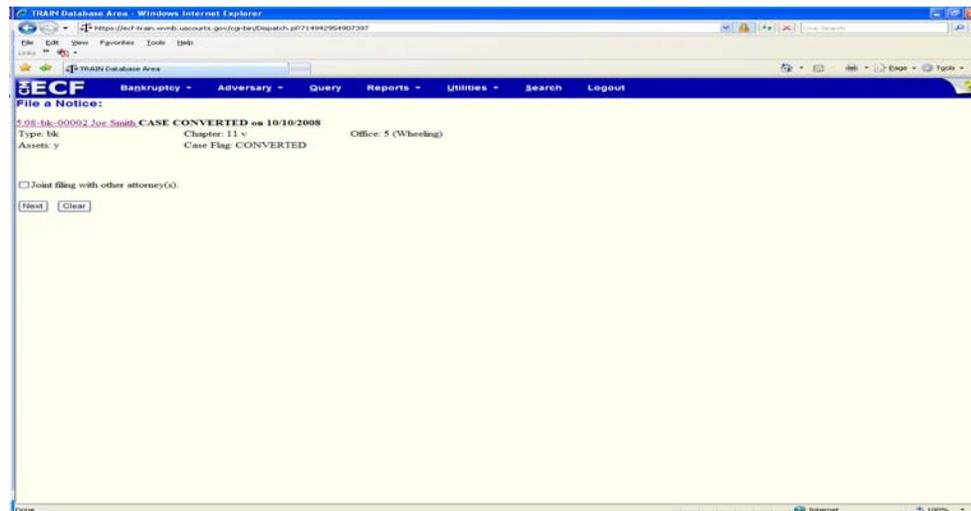


Figure 5

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

- ◆ Click to highlight the name of party whom you are representing **OR** refer to Section 9 in this Training Manual, **Multi-Part Motions**, Steps 6-10, to add a new party.

Note: Press the **[Ctrl]** key to choose more than one party.

- ◆ Click **[Next]** to continue.



Figure 6

STEP 7 The **PDF Document Selection** screen displays. (See Figure 7.)

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

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

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



Figure 7

STEP 8 The **Deposition of Whom?** screen appears. (See Figure 8.)

- ◆ Insert the name of the person you are deposing.
- ◆ Click [**Next**] to continue.

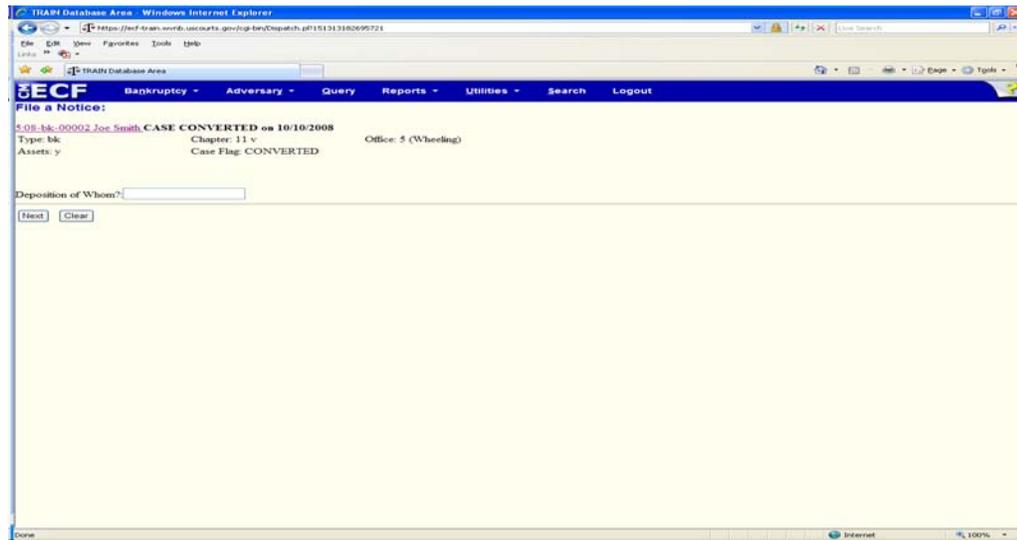


Figure 8

STEP 9 The **Modify Docket Text** screen appears. (See Figure 9.)

- ◆ If appropriate, choose a prefix from the **Prefix Text** pick list.
- ◆ Additional text may be added in the white text box.
- ◆ Click **[Next]** to continue.

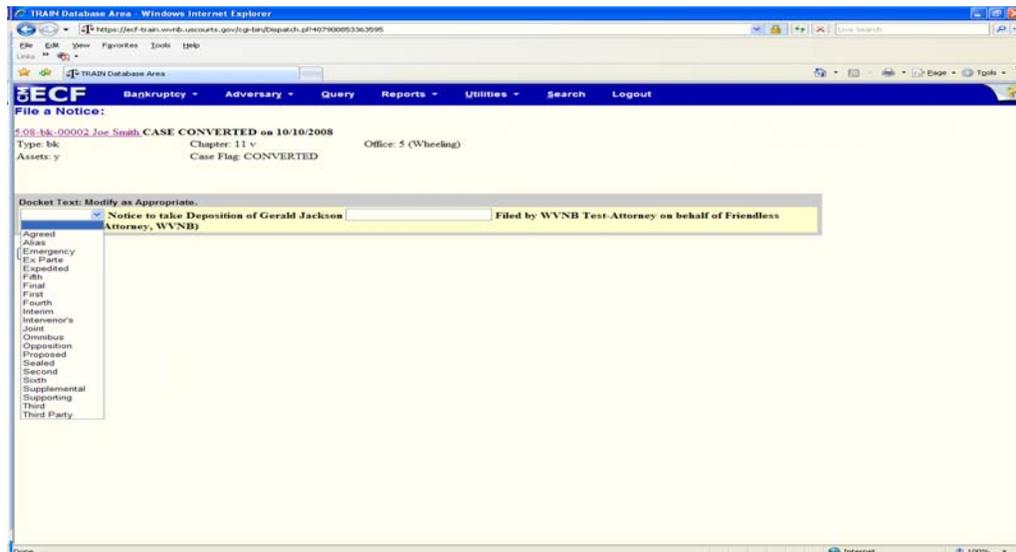


Figure 9

- STEP 10** The **Final Approval** screen displays. **(See Figure 10.)**
- ◆ Verify the Final Docket Text. Read the warning message.
 - ◆ If the Final Docket Text is correct:
 - ◆ Click **[Next]** to continue and officially submit document.
 - ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.



Figure 10

- STEP 11** The **Notice of Electronic Filing** screen displays. **(See Figure 11.)**
- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
 - ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.

- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.



Figure 11

Notice of Appeal

The following instructions will guide you through the process of filing a Notice of Appeal.

STEP 1 Click the [Bankruptcy](#) hypertext link from the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

STEP 2 The **Bankruptcy Events** screen displays. (See Figure 2.)

◆ Click the [Appeal](#) hypertext link.

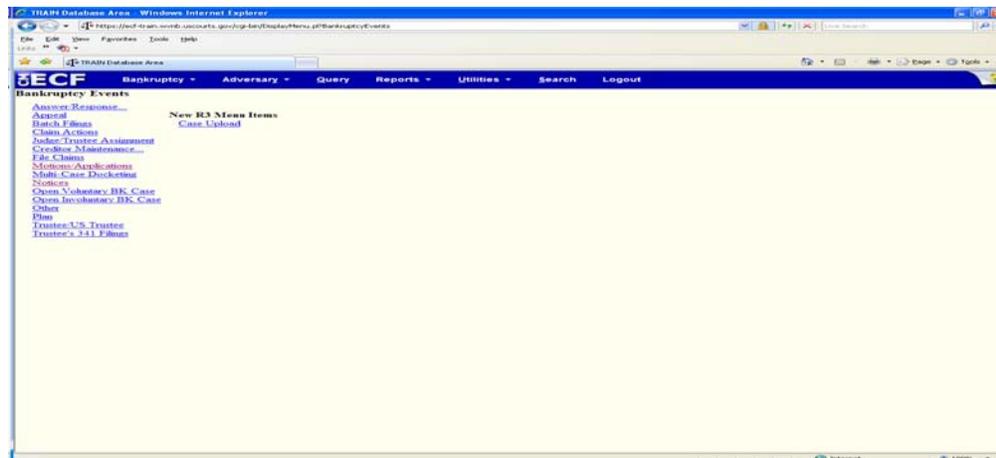


Figure 2

STEP 3 The **Case Number** screen displays. (See Figure 3.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

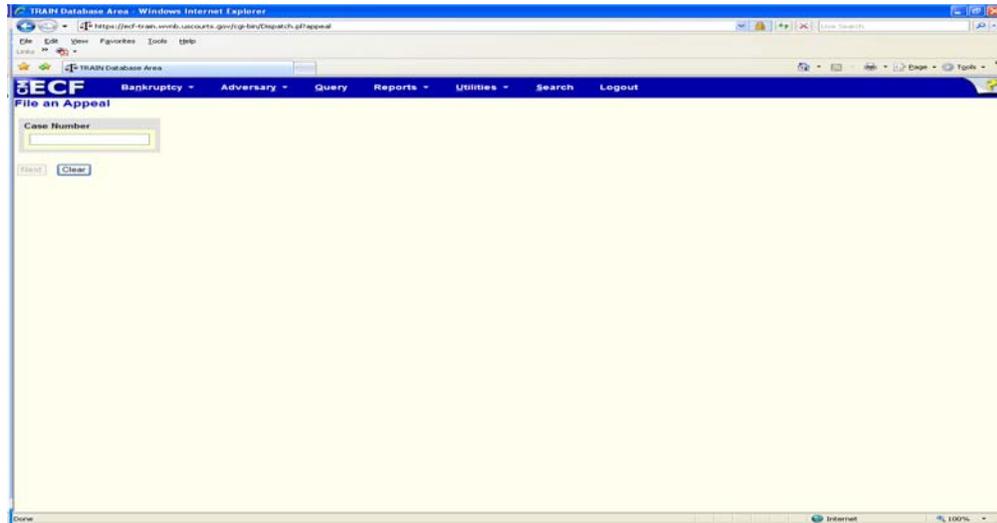


Figure 3

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

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

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

- ◆ Use the down arrow ▼ to the right of the box to scroll through the event list to select the document to be filed. Click to highlight **Notice of Appeal**. (See Figure 4.)
- ◆ Click **[Next]** to continue.

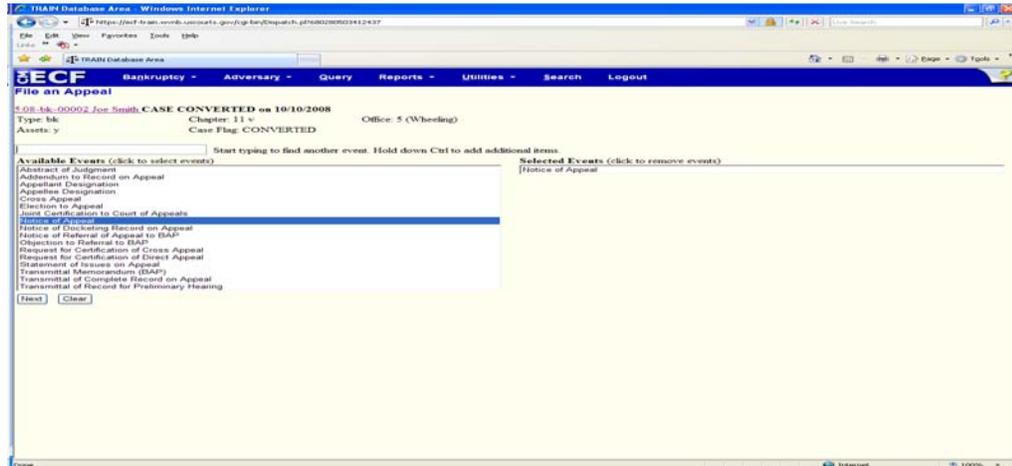


Figure 4

STEP 5 The Joint Filing With Other Attorneys screen displays. (See Figure 5.)

- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click **[Next]** to continue.

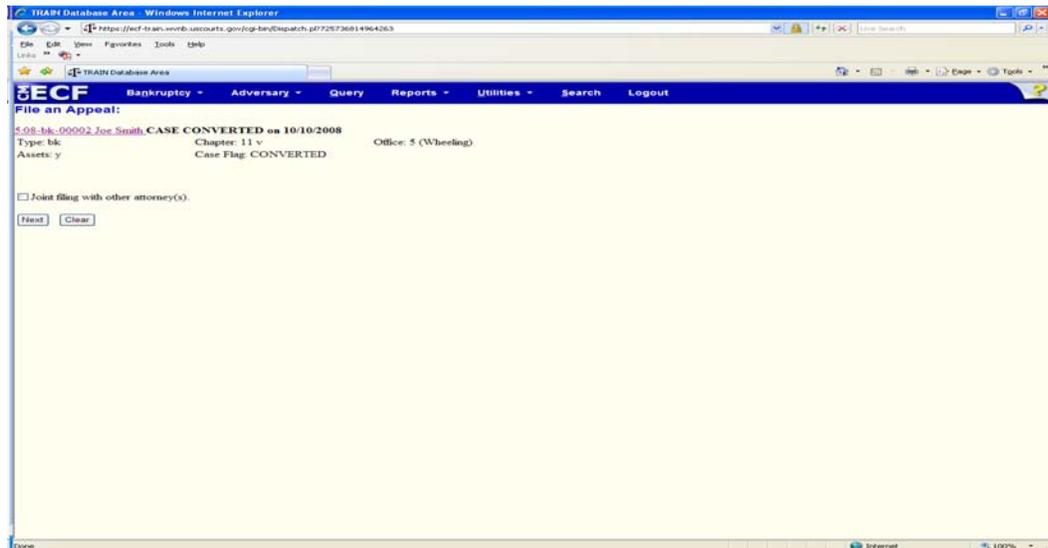


Figure 5

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

- ◆ Click to highlight the name of party whom you are representing **OR** refer to Section 9 in this Training Manual, **Multi-Part Motions**, Steps 6-10, to add a new party.

Note: Press the **[Ctrl]** key to choose more than one party.

- ◆ Click **[Next]** to continue.

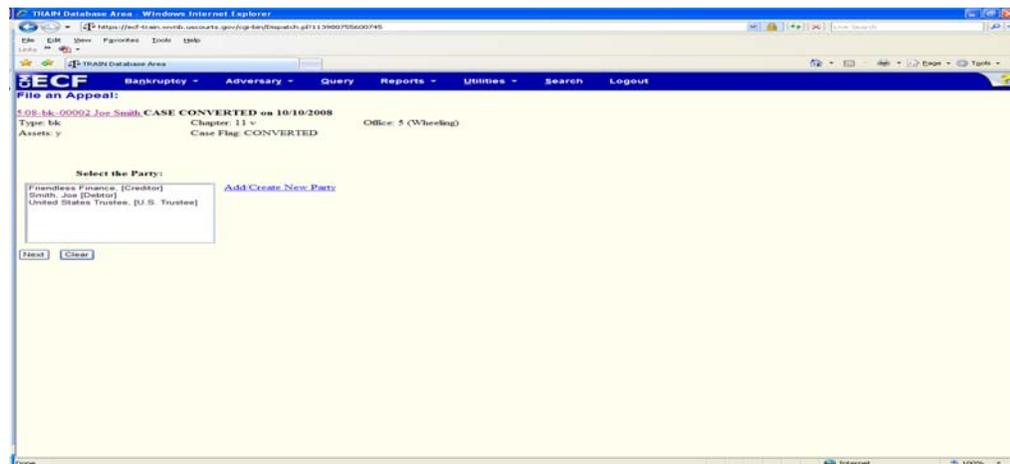


Figure 6

STEP 7 The **PDF Document Selection** screen displays. (See Figure 7.)

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

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

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

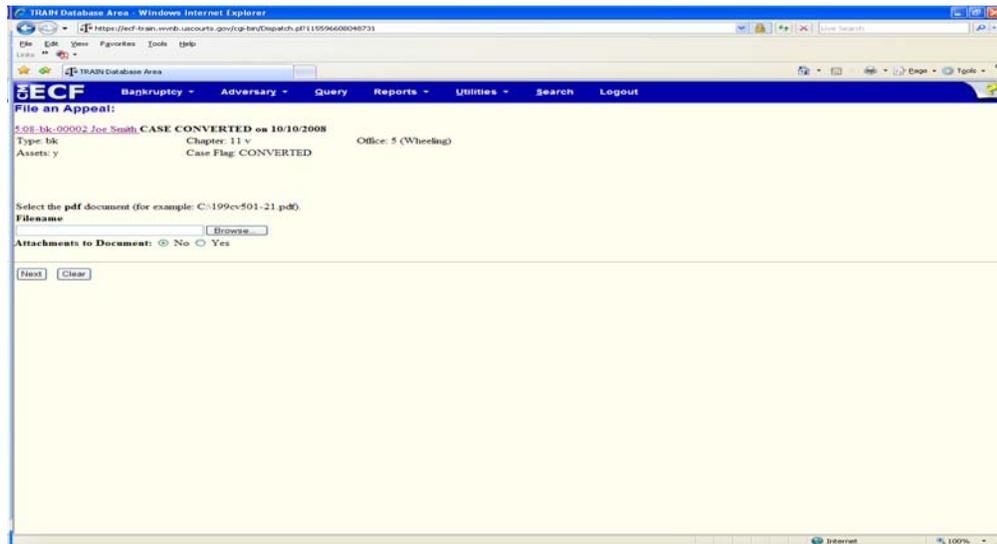


Figure 7

STEP 8 The Refer to Existing Event(s)? screen displays. (See Figure 8.)

- ◆ Click in *Refer to existing event(s)?*
- ◆ Click [Next] to continue.

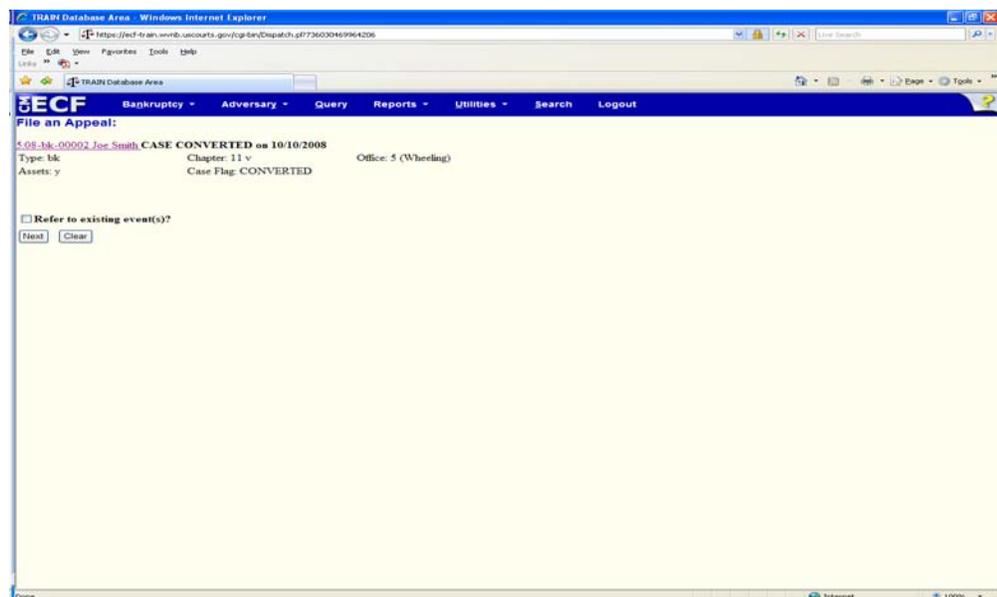


Figure 8

STEP 9 The **Select the Category to Which Your Event Relates** screen displays. (See Figure 9.)

- ◆ Click on order.
- ◆ Click **[Next]** to continue.

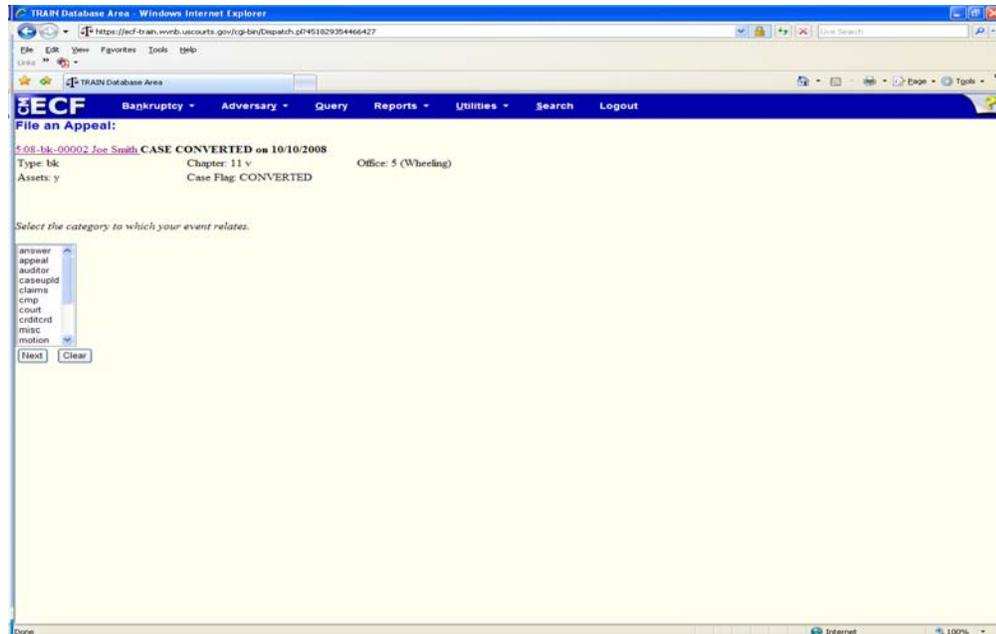


Figure 9

STEP 10 All Orders docketed in the case will display. (See Figure 10.)

- ◆ Select the appropriate order from which you are appealing.
- ◆ Click **[Next]** to continue.

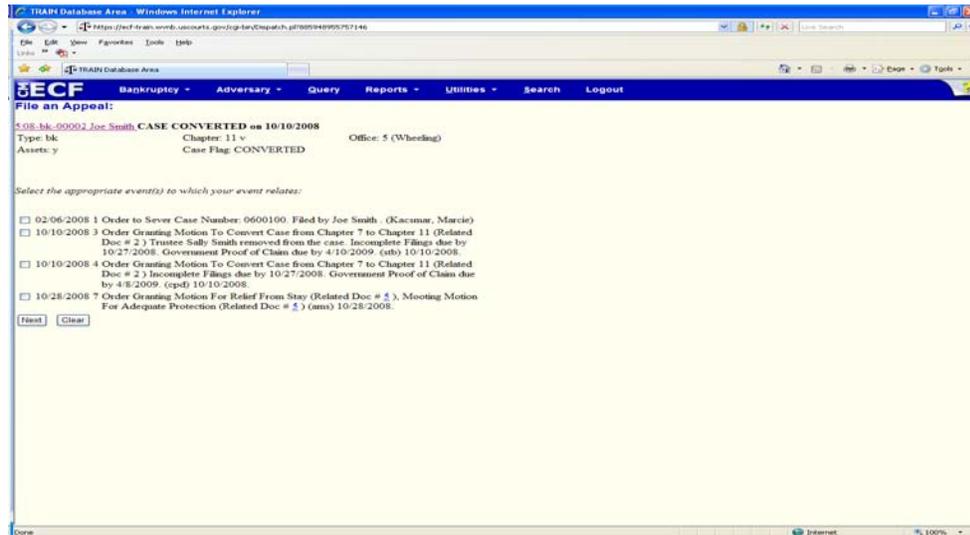


Figure 10

STEP 11 The internet payment screen displays. (See Figure 11.)

- ◆ You will be reminded that the Appellant's Designation of the Record and Statement of Issues on Appeal are due within 10 days.
- ◆ Enter **y** after **Are you paying via the internet?**
- ◆ Click **[Next]** to continue.

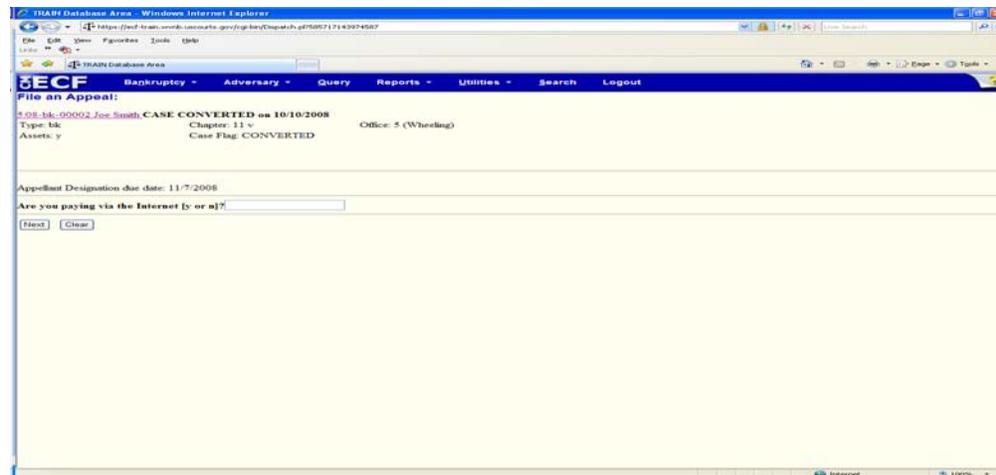


Figure 11

STEP 12 The **Filing Fee** screen will display. (See Figure 12.)

- ◆ Click **[Next]** to continue.



Figure 12

STEP 13 The **Modify Docket Text** screen appears. (See Figure 13.)

- ◆ If appropriate, choose a prefix from the **Prefix Text** pick list.
- ◆ Additional text may be added in the white text box.
- ◆ Click **[Next]** to continue.

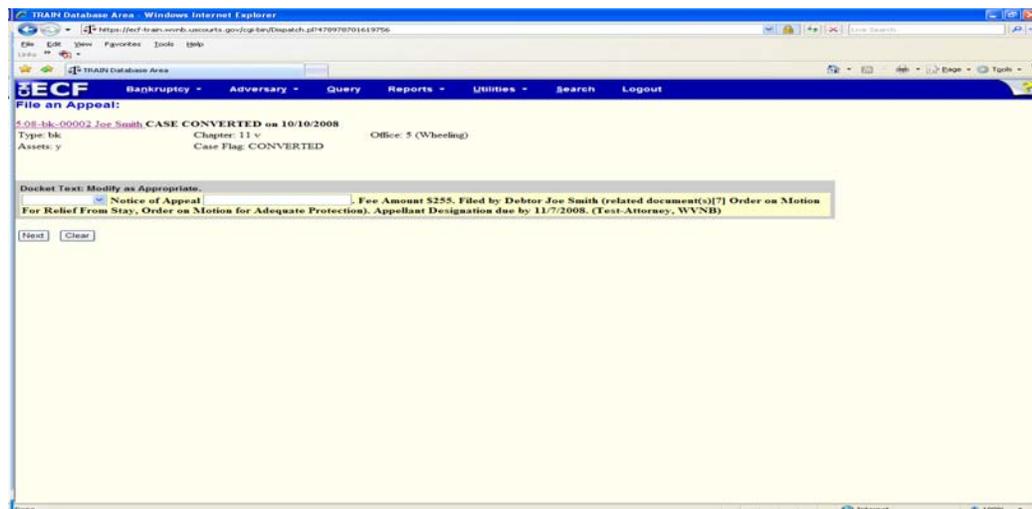


Figure 13

STEP 14 The **Final Approval** screen displays. (See Figure 14.)

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



Figure 14

STEP 15 The **Notice of Electronic Filing** screen displays. (See Figure 15.)

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.

- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

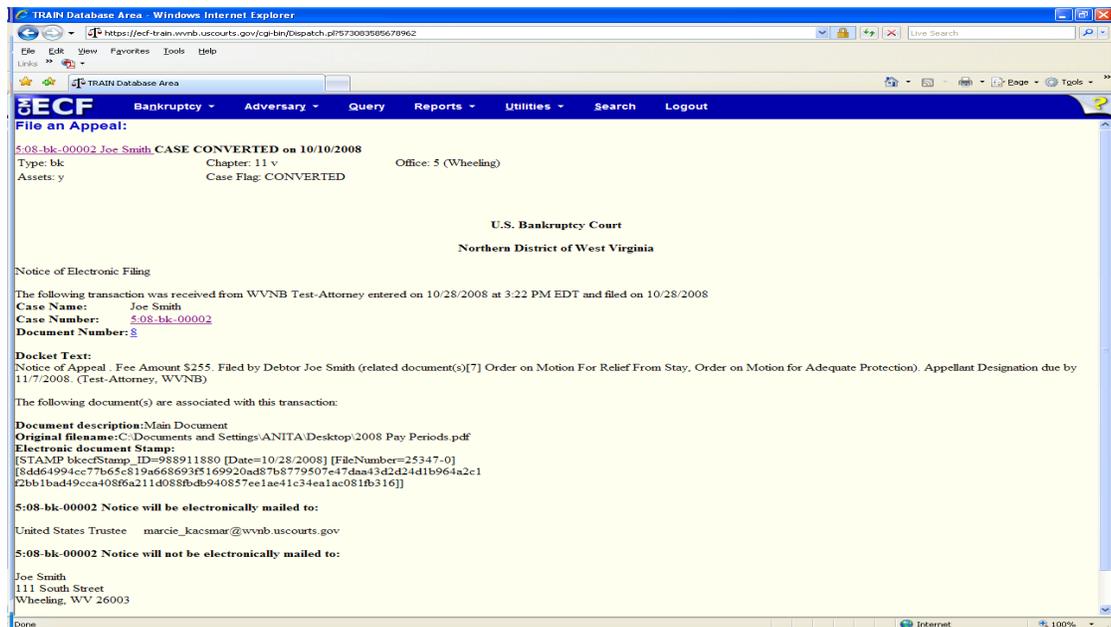


Figure 15

Objections to Motions

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

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



Figure 1

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

- ◆ Click the Answer/Response hyperlink.

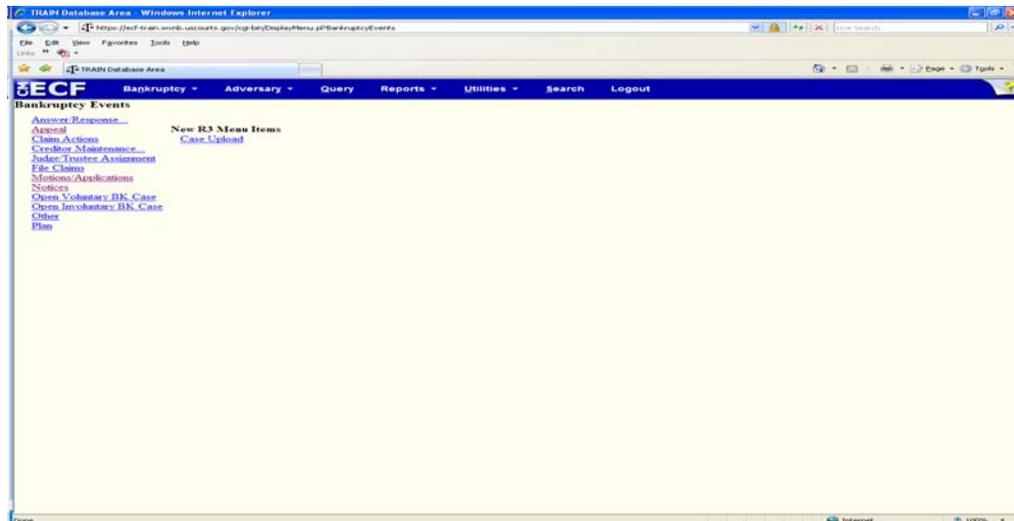


Figure 2

STEP 3 The ANSWER/RESPONSE TYPE screen displays.
(See Figure 3.)

- ◆ Click the Reference an Existing motion/application hyperlink.

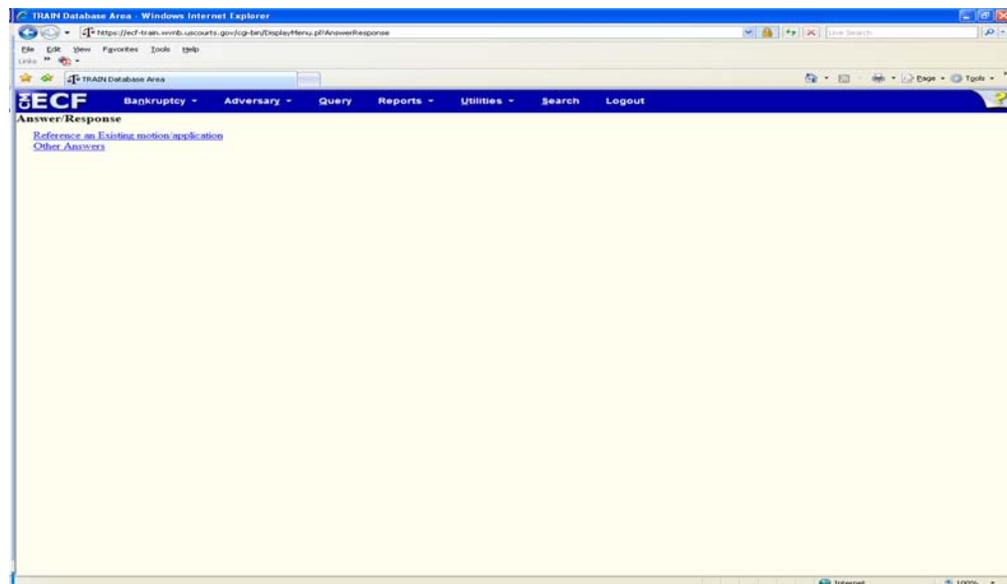


Figure 3

- STEP 4** The **CASE NUMBER** screen displays (See Figure 4.)
- ◆ Enter the case number.
 - ◆ Click **[Next]** to continue.

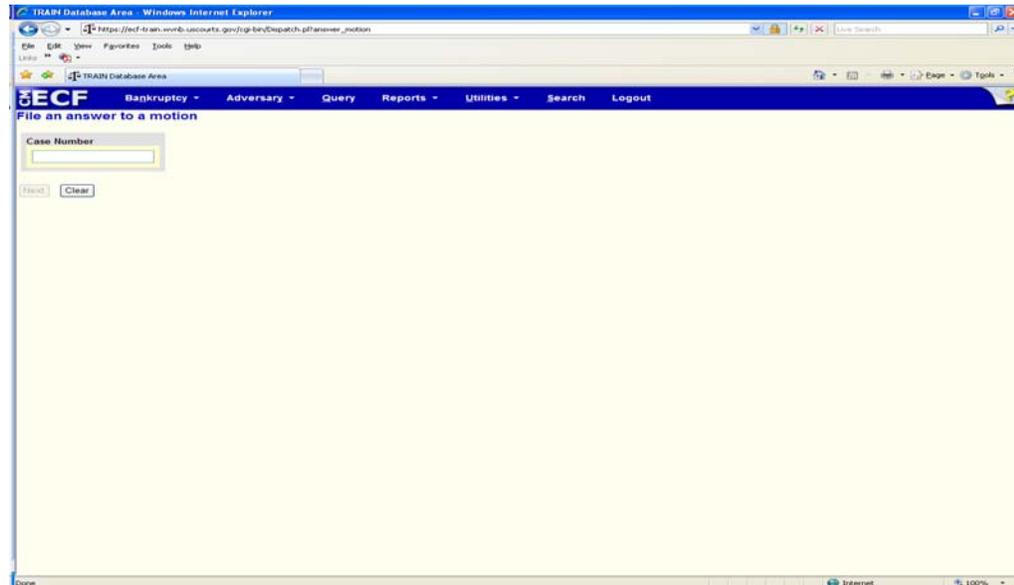


Figure 4

- STEP 5** The **DOCUMENT TYPE SELECTION** screen displays. (See Figure 5.)
- ◆ Verify the case number and case name.
 - ◆ If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.
- NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the **[Back]** button at any time during this docketing process to verify former screens until the final submission.
- ◆ Click the down arrow in the **Document Type** pick list to reveal list document options.
 - ◆ Your choices in the database are Answer to Interrogatories, Objection, Reply or Response. Select **Objection**.
 - ◆ Click **[Next]**.

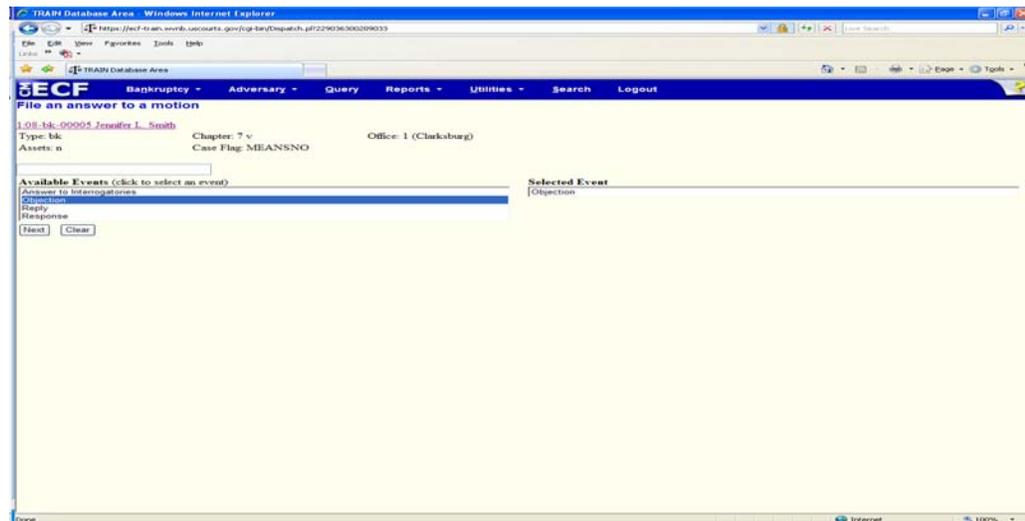


Figure 5

STEP 6 The **JOINT FILING** screen displays. (See Figure 6.)

- ◆ This screen will only be used if another attorney is joining in this filing. If you are the only attorney filing this objection, skip this screen.
- ◆ If this were a joint filing and the box were checked, a listing of attorneys presently on the case would be presented for selection.
- ◆ Click **[Next]**.

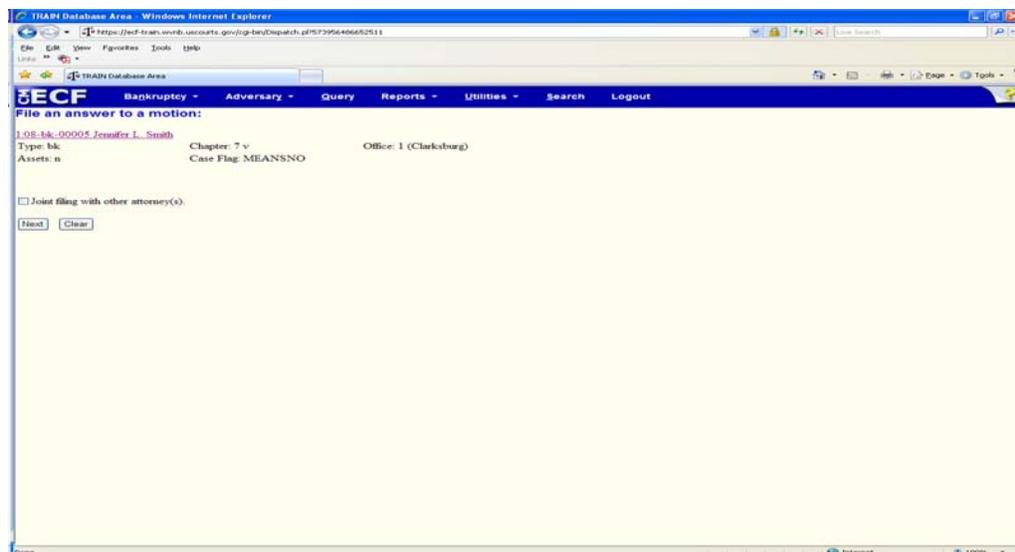


Figure 6

STEP 7 The **SELECT PARTY** screen displays. (See Figure 7.) All participating parties on the case will appear on this list.

- ◆ It will be assumed that the objection is being tendered by the attorney for the debtor. Therefore, click to highlight the name of the debtor filing the objection. (Holding down the **[Ctrl]** key will allow for the highlighting of more than one name.)

NOTE: Refer to Step 16 if you are not representing the debtor(s) and the party you are representing does not appear on the **Select the Party:** screen.

- ◆ Click **[Next]**.

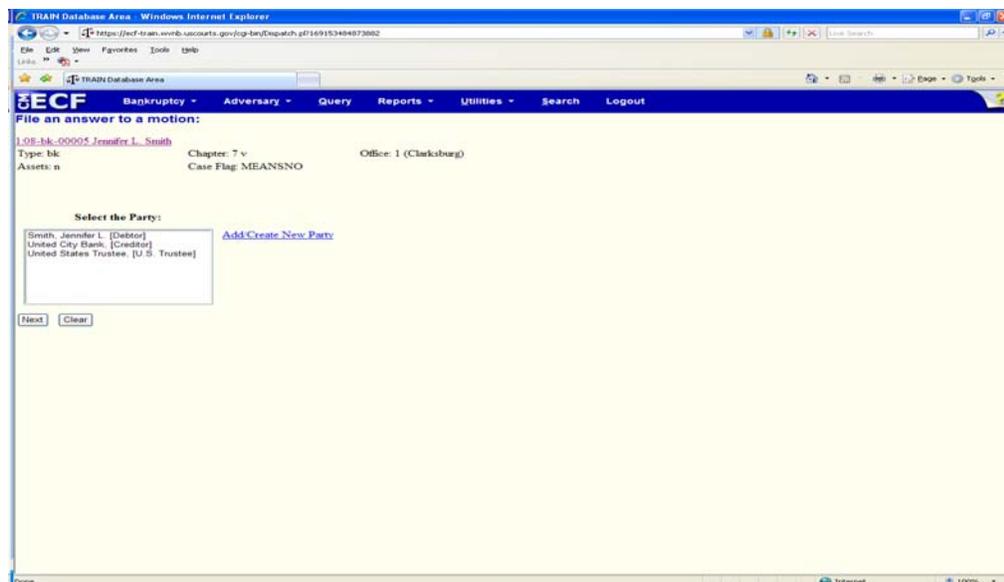


Figure 7

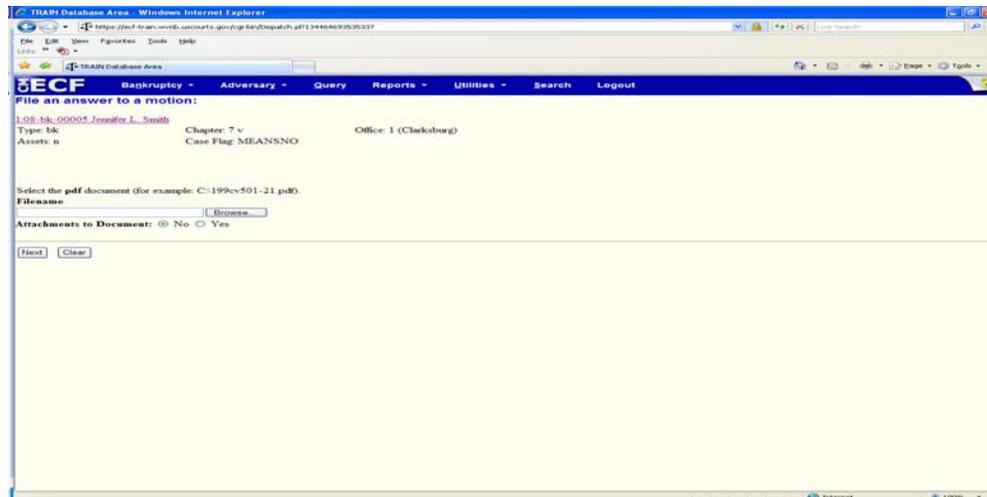
STEP 8 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 8.)

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(*.*)**.

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

you have finished viewing the image.

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

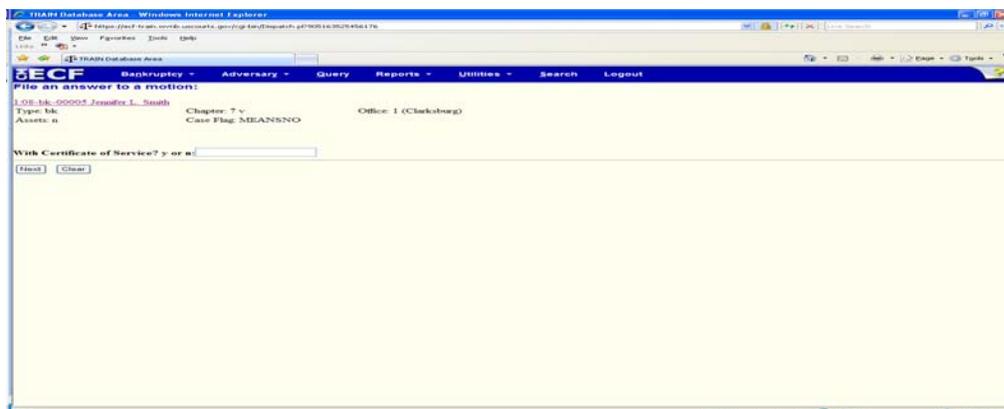


The screenshot shows a web browser window titled "TRAM Database Area - Windows Internet Explorer". The address bar shows a URL starting with "https://efc.uscourts.gov/efc/efc/tram/attach.asp?134464000020207". The page header includes "ECF" and navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "File an answer to a motion:" and displays case information: "1:08-bk-00005-Jessifer L. Smith", "Type: bk", "Assets: n", "Chapter: 7 v", "Case Flag: MEANSNO", and "Office: 1 (Clarksburg)". Below this, there is a section for selecting a PDF document with a "Browse" button. The "Attachments to Document:" section has radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

Figure 8

STEP 9 See Figure 9.

- ◆ Enter **y** or **n** *With Certificate of Service?*
- ◆ Click **[Next]** to continue.



The screenshot shows the same web browser window as Figure 8. The page content is identical, but the "Attachments to Document:" section is no longer visible. Instead, there is a new section titled "With Certificate of Service? y or n:" with a text input field. The "Next" and "Clear" buttons remain at the bottom of the form.

Figure 9

STEP 10 The *Refer to Existing Event(s)?* screen will display. (See Figure 10.)

- ◆ Select *Refer to Existing Event(s)?*
- ◆ Click [Next] to continue.

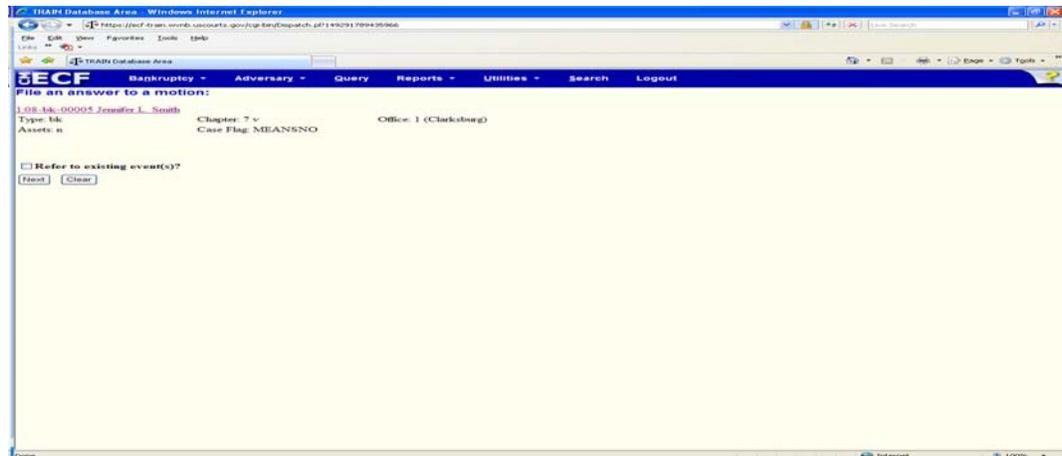


Figure 10

STEP 11 The *File an answer to a motion:* screen displays. (See Figure 11.)

- ◆ Click on the **motion** category
- ◆ Click [Next] to continue.

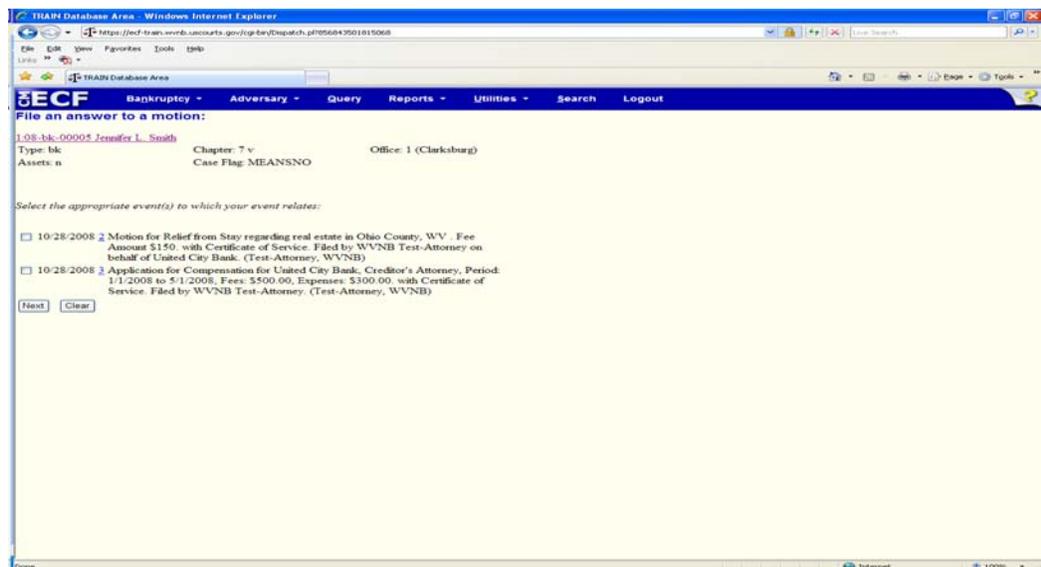


Figure 11

STEP 12 **See Figure 12.**

- ◆ Select the appropriate motion you wish to object to by clicking in the box next to the date. If there is more than one possibility, click on the document number hyperlink to view the imaged application or motion.

- ◆ Click **[Next]**.

**Figure 12****STEP 13** The **MODIFY DOCKET TEXT** screen appears. This screen will display a prefix box and a supplemental text box to add more detail to the docket text. **(See Figure 13.)**

- ◆ Click the down arrow to display the prefix options. Select a descriptive prefix, if it is appropriate.

- ◆ If necessary, add detail to the final text.

- ◆ Click **[Next]**.

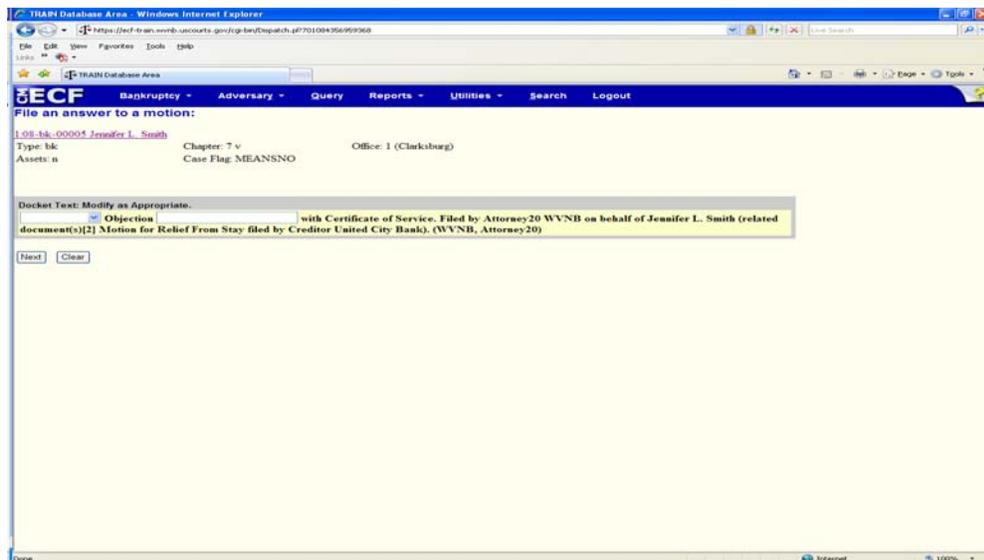


Figure 13

STEP 14 The **FINAL DOCKET TEXT** screen appears. (See Figure 14.)

- ◆ Use caution on this screen and proof the contents of the entry carefully. Read the **Attention!!** notice.

NOTE: To abort or restart the transaction at any time, click the Bankruptcy hyperlink on the main menu bar.

- ◆ When you click **[Next]**, the entry is sent to the court's database.

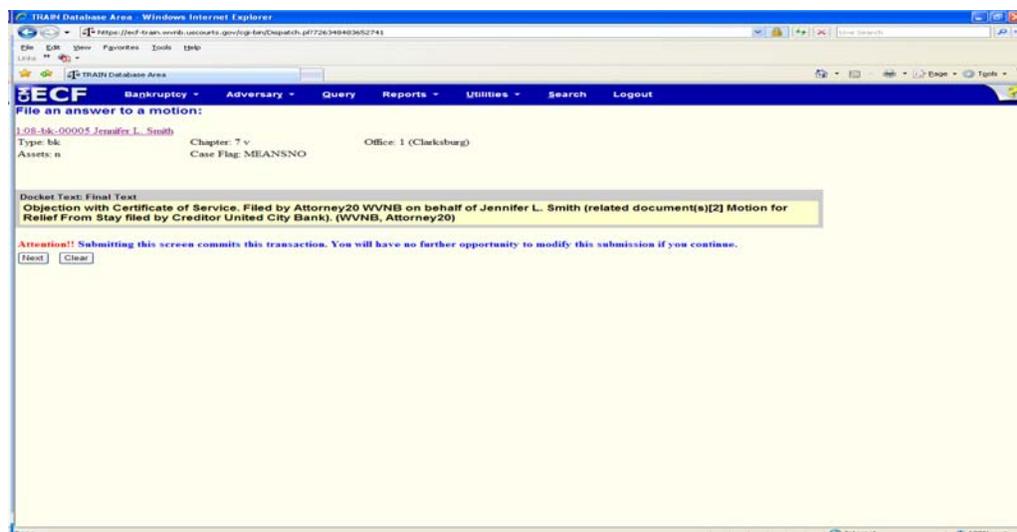


Figure 14

- STEP 15** The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 15.)
- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
 - ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
 - ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
 - ◆ To print a copy of this notice click the browser **[Print]** icon.
 - ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
 - ◆ You may also save the notice through the browser **File/Save** option.

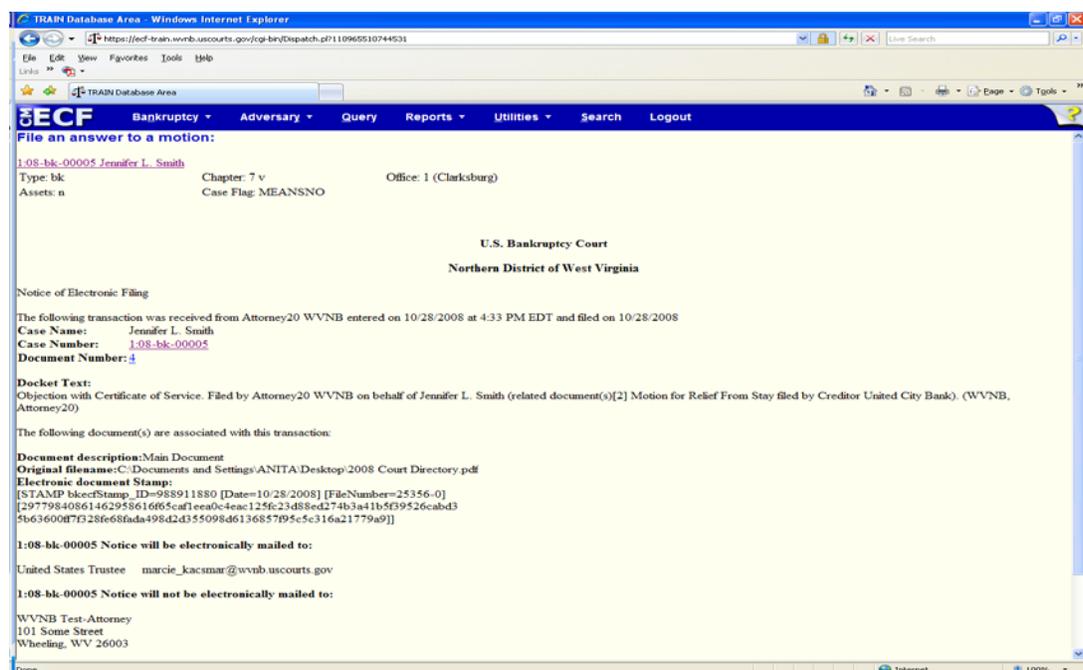


Figure 15

- STEP 16** Select **Add/Create a New Party** if the party you represent does not appear on the **Select the Party:** screen.
- ◆ On **Search for a Party** screen, enter the name of the party you represent in the **Last/Business Name** field.
 - ◆ Then click **Search**.
 - ◆ Select name from list **or** Create new party.
 - ◆ Enter party if applicable and address of party.
 - ◆ Select role such as **creditor** or **interested party**.
 - ◆ Select **Submit**
 - ◆ Select party you represent on **Select the Party** screen
 - ◆ Click **Next**.
 - ◆ Create attorney/party association.
 - ◆ Click **[Next]**.
 - ◆ Continue with steps 8-15

Affidavit

This process shows the steps and screens required for an attorney to electronically file an affidavit. This lesson will demonstrate the filing of an affidavit in support of a motion to avoid a lien.

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

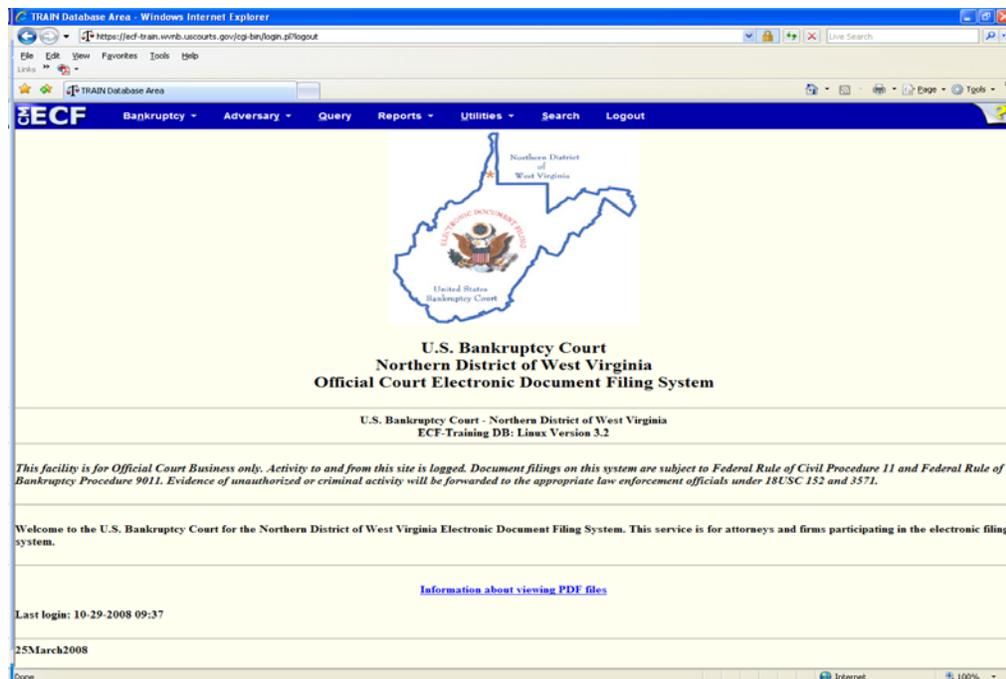


Figure 1

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

◆ Click on the Other hyperlink.

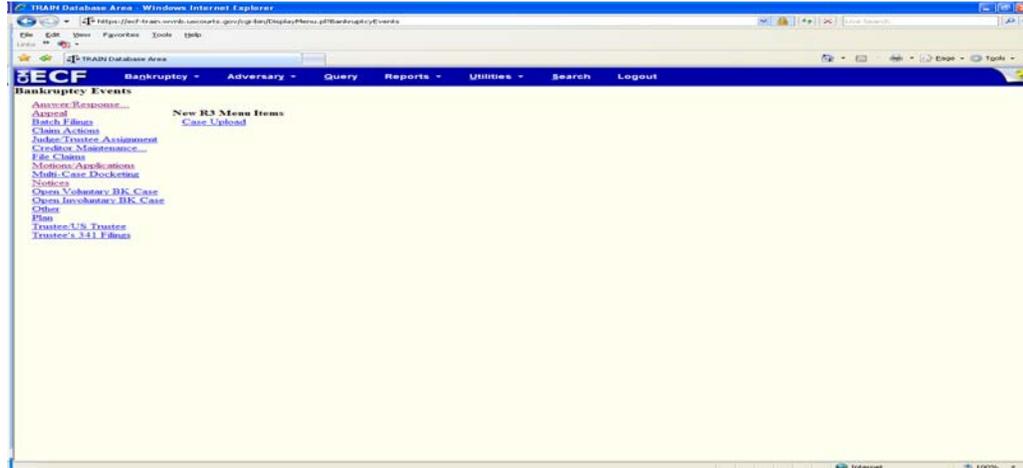


Figure 2

STEP 3 The **CASE NUMBER** screen displays (See Figure 3). The system will display the number of the last case you accessed in this session.

- ◆ If this is **not** the case in which you are filing an answer, delete this case number and enter the correct case number.
- ◆ Click [**Next**] to continue.

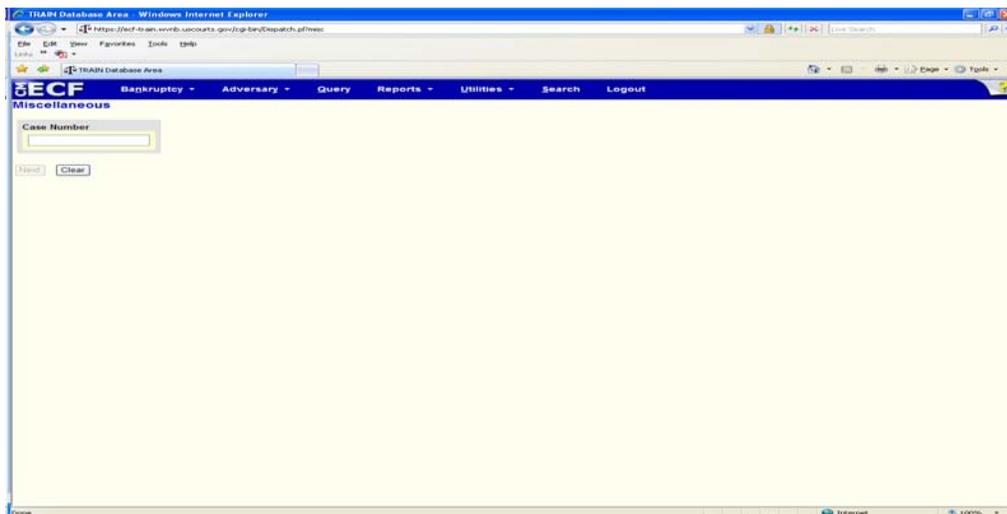


Figure 3

STEP 4 The **Miscellaneous** screen appears. (See Figure 4.)

- ◆ Click on **Affidavit**.
- ◆ Click **[Next]** to continue.

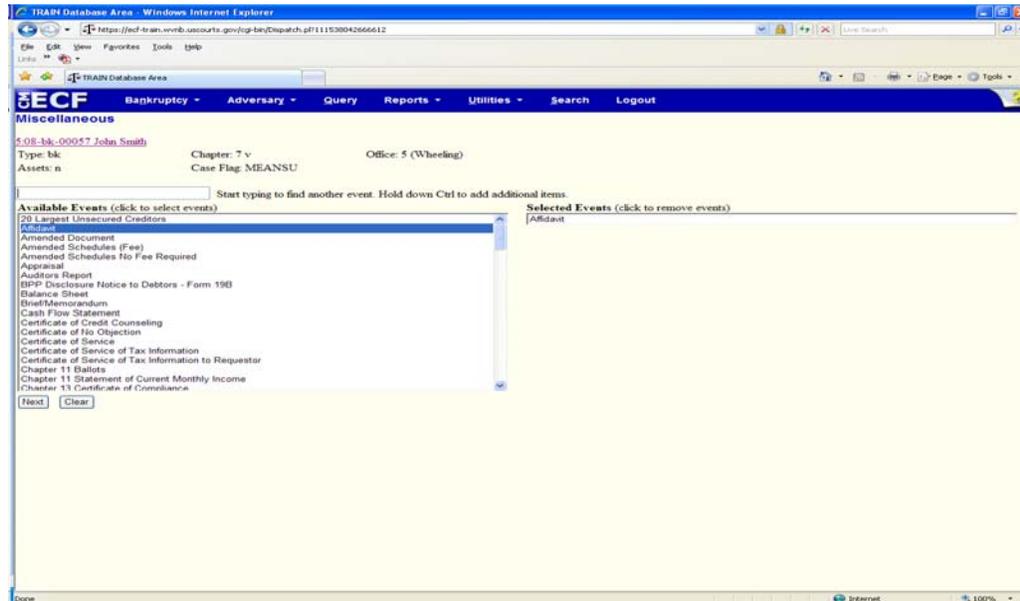


Figure 4

STEP 5 The **Joint Filing** screen appears. (See Figure 5.)

- ◆ If you are filing this answer jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If this is **not** a joint filing, no further action is necessary.
- ◆ Click **[Next]** to continue.

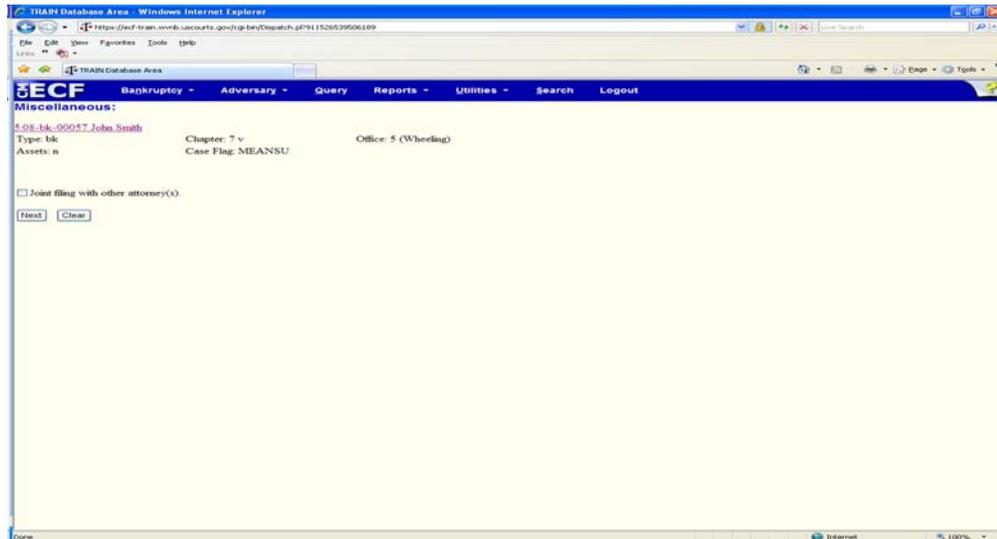


Figure 5

STEP 6 The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 6.)

- ◆ Select the party filers. In this case you will select the debtor.
- ◆ Click **[Next]** to continue.

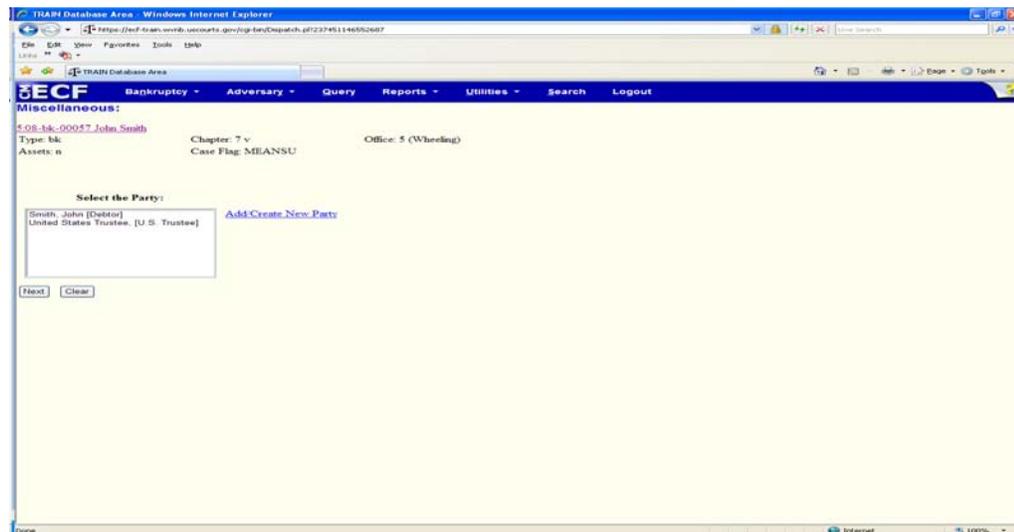


Figure 6

STEP 7 The **PDF DOCUMENT** screen will then be presented.
(See Figure 7.)

- ◆ To associate the imaged document with this entry:
 - Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (*.*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
 - The system will enter the path and name of the PDF document selected into the Filename field.
 - Click **[Next]** to continue.

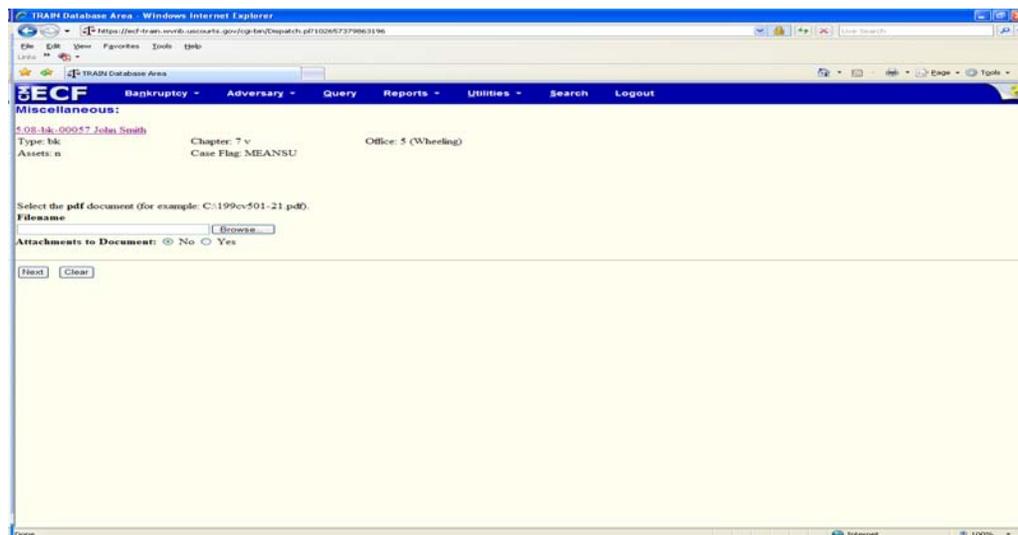


Figure 7

STEP 8 The **Refer to Existing Event(s)?** screen displays. (See Figure 8.)

- ◆ Click in *Refer to existing event(s)?*
- ◆ Click **[Next]** to continue.

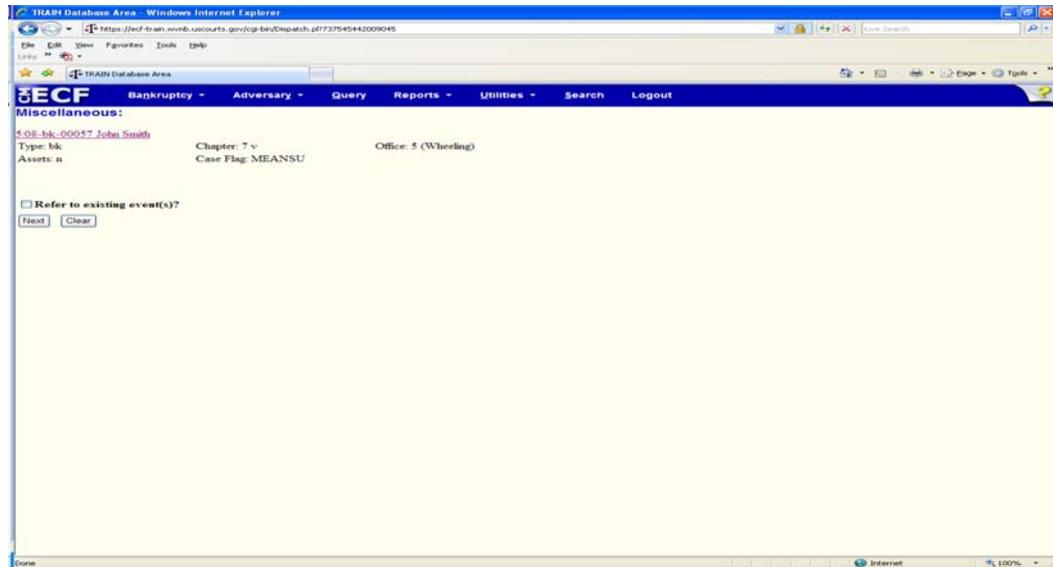


Figure 8

STEP 9 The **Select the Category to Which Your Event Relates** screen appears. (See Figure 9.)

- ◆ For this lesson, click on motion.

NOTE: By holding down the Ctrl key and dragging your left mouse button down the entire list, all docket entries will appear on the next screen.

- ◆ Click **[Next]** to continue.

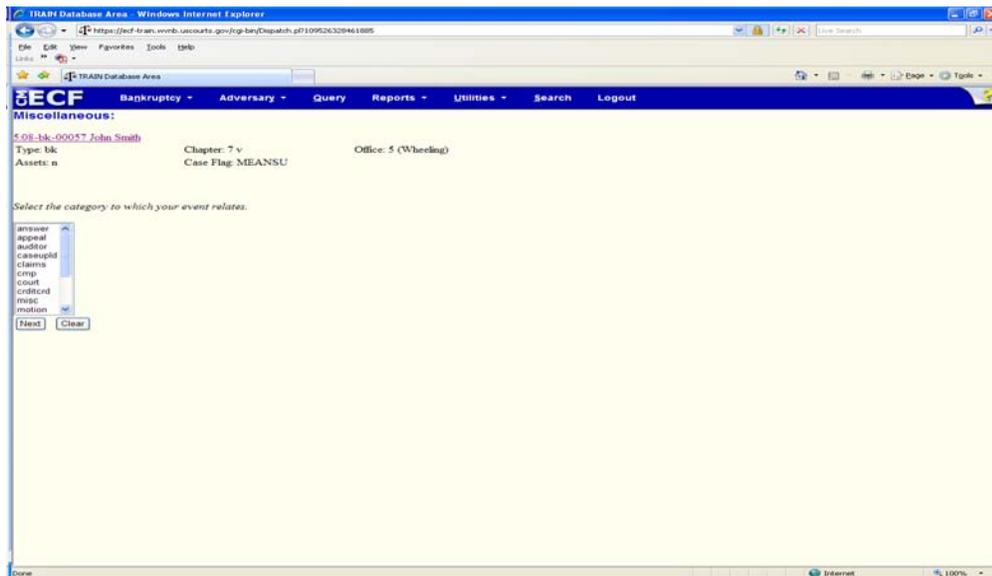


Figure 9

STEP 10 The **Select the Appropriate Event(s) to Which Your Event Relates:** screen appears. (See Figure 10.)

- ◆ Select the applicable event. In this lesson, we are selecting the Motion to Avoid Lien.
- ◆ Click **[Next]** to continue.



Figure 10

- STEP 11** The following screen displays. **(See Figure 11.)**
- ◆ This screen is not applicable when filing an affidavit in support of a motion to avoid lien.
 - ◆ Click **[Next]** to continue.

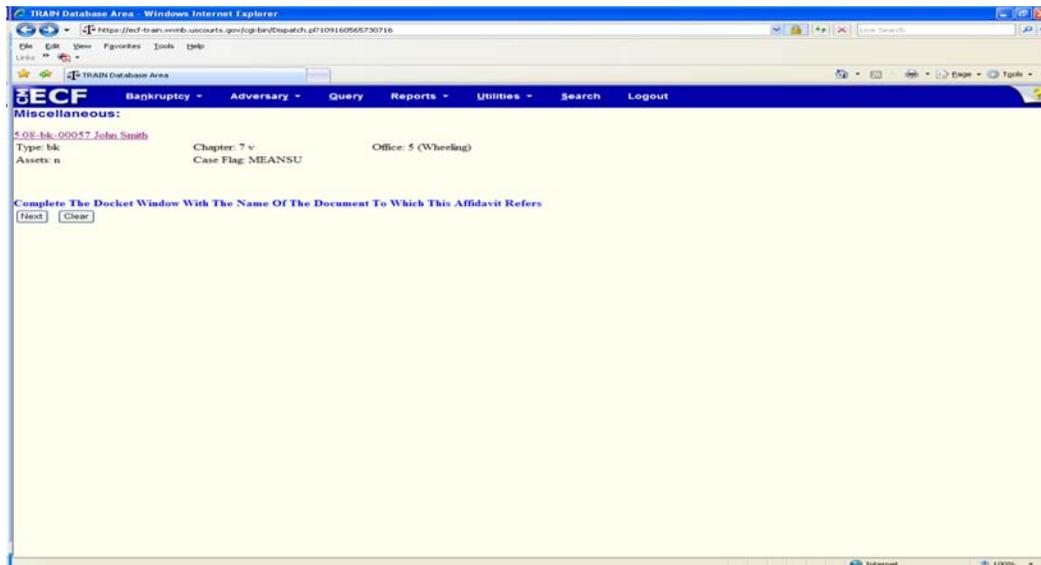


Figure 11

- STEP 12** The **MODIFY DOCKET TEXT** screen displays. **(See Figure 12.)**
- ◆ Docket text may be added in the white box. It is not necessary to insert any docket text in the white box when filing an affidavit in support of a motion to avoid lien.
 - ◆ Click **[Next]** to continue.

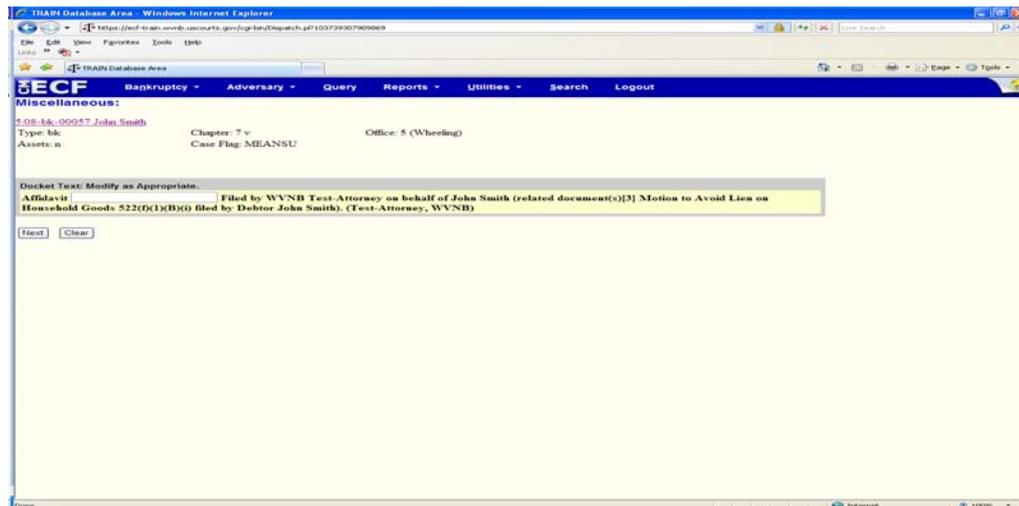


Figure 12

STEP 13 The **FINAL DOCKET TEXT** screen displays. (See Figure 13.)

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
- ◆ To abort or restart the transaction, click on the [Bankruptcy](#) hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ When the docket text is correct, click **[Next]** to continue.

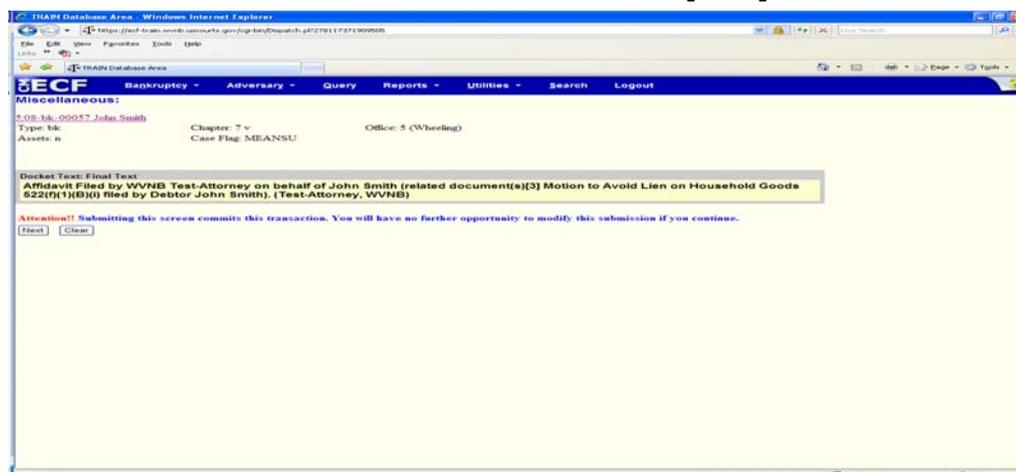


Figure 13

- STEP 14** The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 14.)
- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
 - ◆ Clicking on the case number hyperlink will display the PACER login screen. After logging into PACER, the docket report screen will appear.
 - ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
 - ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
 - ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

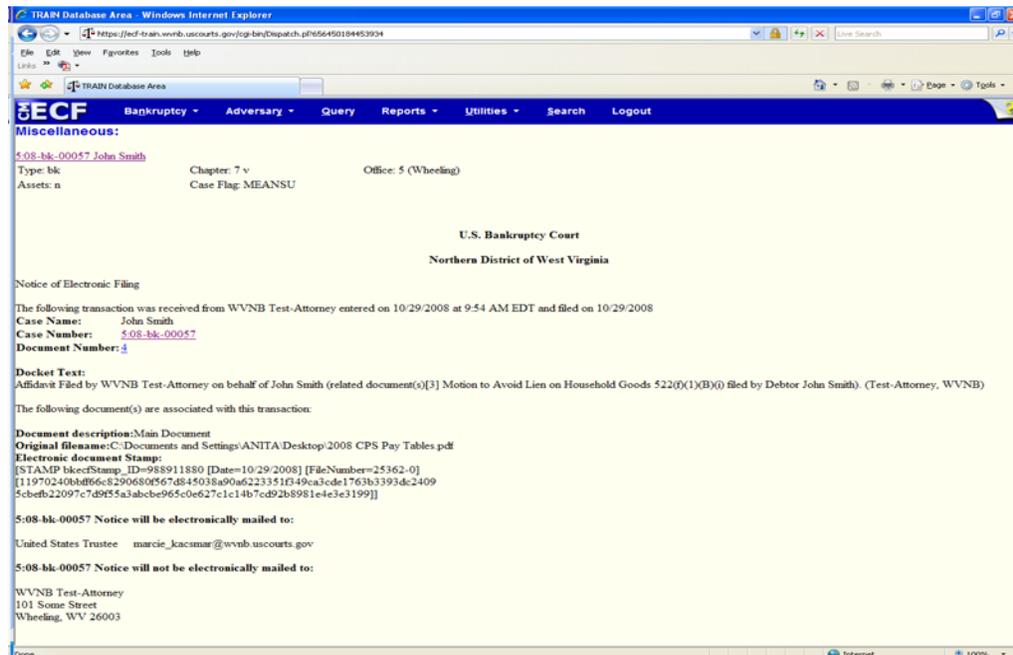


Figure 14

Amended Document

This process shows the steps and screens required for an attorney to electronically file an amended document. To amend debtor schedules, refer to Section 6, *Schedules*, in this Training Manual. To amend a plan or disclosure statement, refer to Section 7, *Reorganization*. If you are amending a notice, docket the pleading as a notice and choose the applicable prefix from the “pick list” in the Final Docket Text screen. This module demonstrates the steps to amend a Motion for Relief from Stay.

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



Figure 1

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

- ◆ Click on the Other hyperlink.

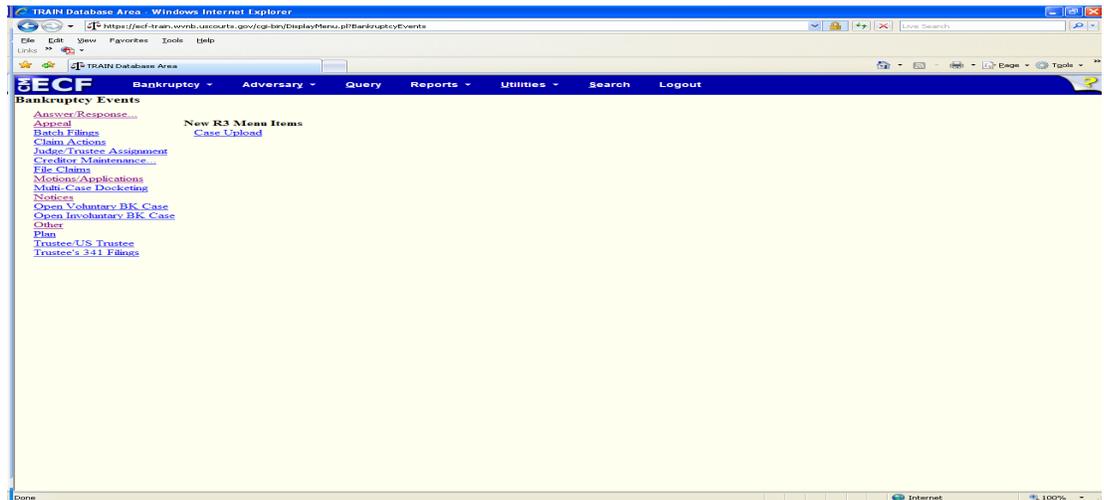


Figure 2

STEP 3 The **CASE NUMBER** screen displays (See Figure 3). The system will display the number of the last case you accessed in this session.

- ◆ If this is **not** the case in which you are filing the amended document, delete this case number and enter the correct case number.
- ◆ Click **[Next]** to continue.

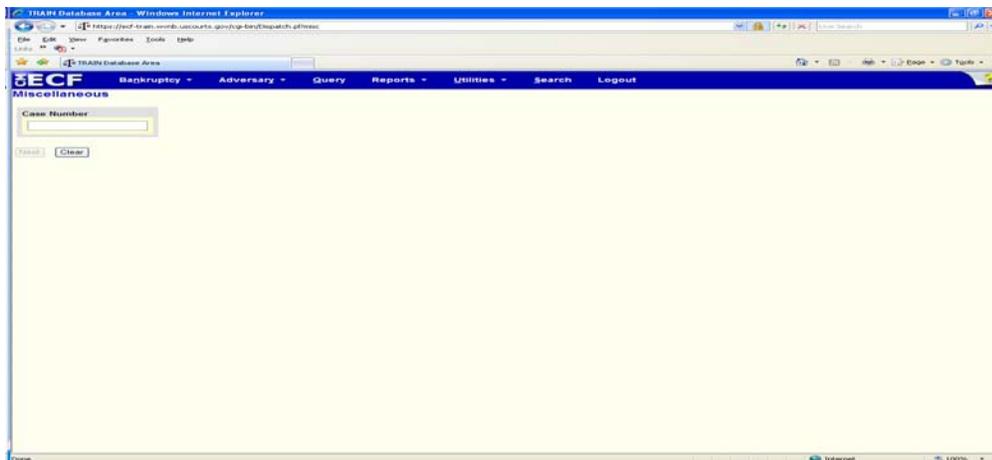


Figure 3

STEP 4 The **Event Type** screen displays. (See Figure 4.)

- ◆ Select Amended Document.
- ◆ Click **[Next]** to continue.

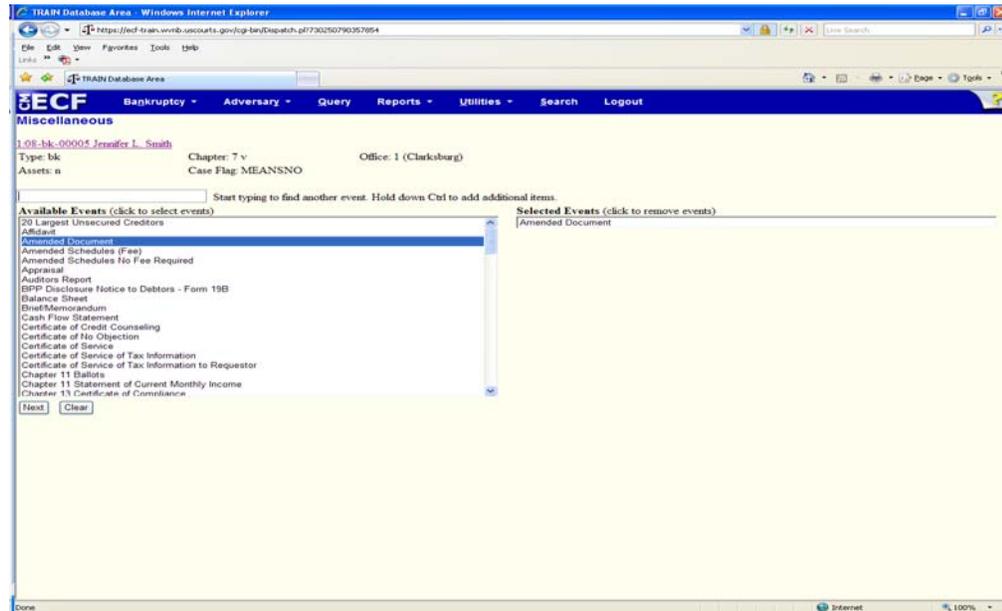


Figure 4

STEP 5 The **Joint Filing** screen appears. (See Figure 5.)

- ◆ If you are filing this pleading jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If this is **not** a joint filing, no further action is necessary.
- ◆ Click **[Next]** to continue.

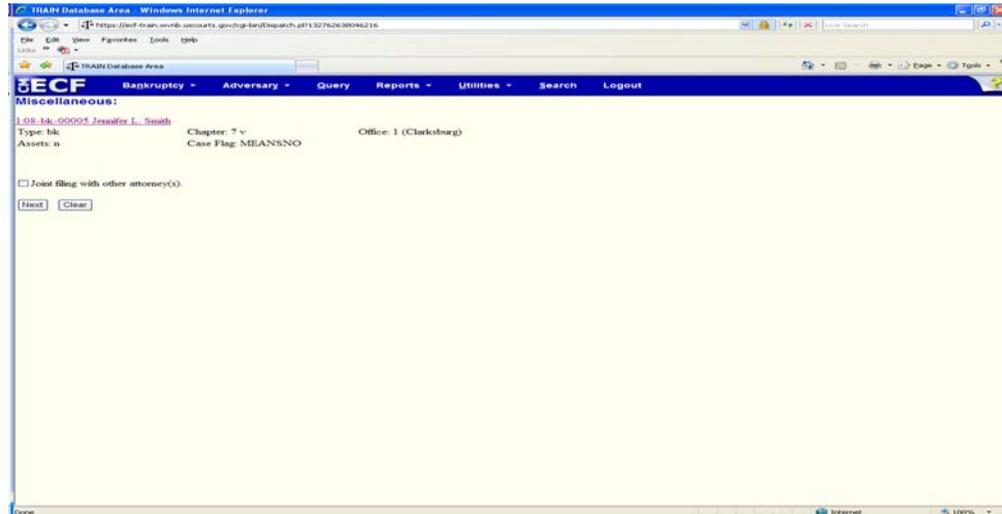


Figure 5

STEP 6 The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 6.)

- ◆ Click on the party filing the amended document.
- ◆ Click **[Next]** to continue.

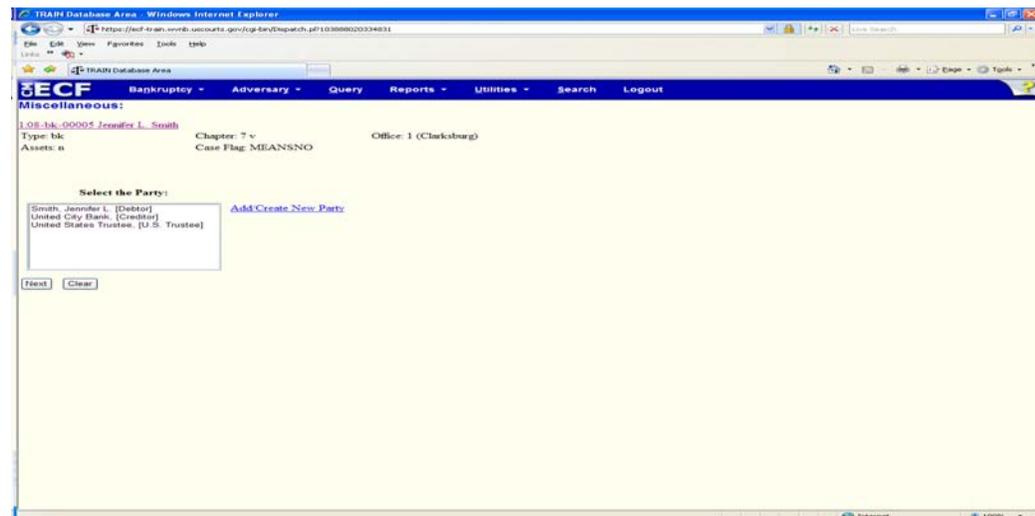


Figure 6

STEP 7 The **PDF DOCUMENT** screen will then be presented.
(See Figure 7.)

- ◆ To associate the imaged document with this entry:
 - Click [**Browse**]. In the **File Upload** window change **Files of type:** to **All Files (*.*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
 - The system will enter the path and name of the PDF document selected into the Filename field.
- ◆ Click [**Next**] to continue.

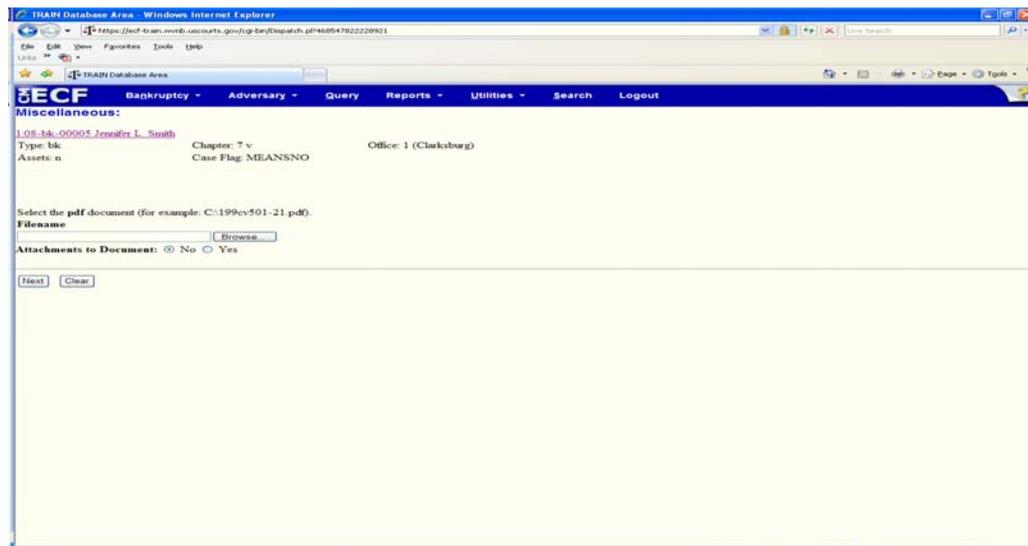


Figure 7

STEP 8 The **Refer to Existing Event(s)?** screen appears. (See Figure 8.) This screen reminds you to relate the amended document to the original document.

- ◆ Click in *Refer to existing event(s)?*
- ◆ Click **[Next]** to continue.

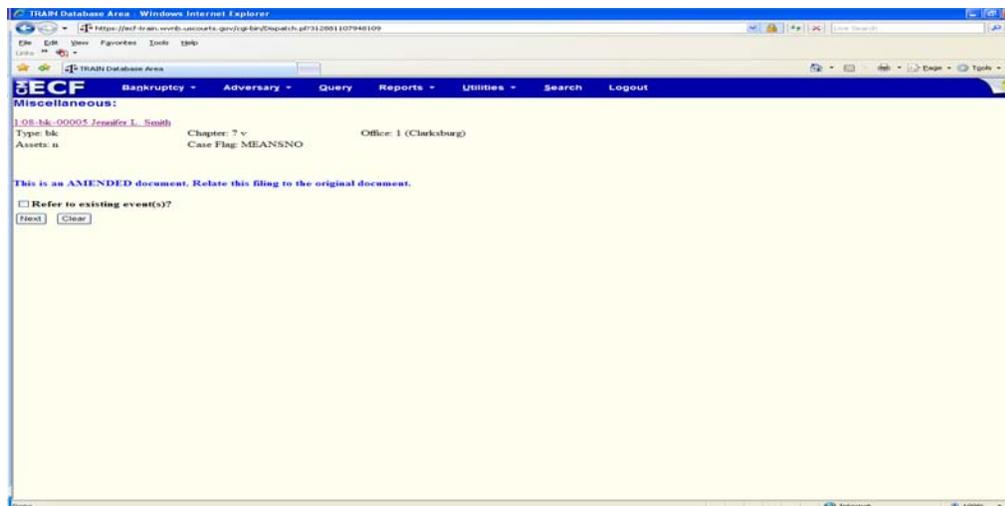


Figure 8

STEP 9 The **Select the Category to Which Your Event Relates** screen appears. (See Figure 9.)

- ◆ Select **motion**.
- ◆ Click **[Next]** to continue.

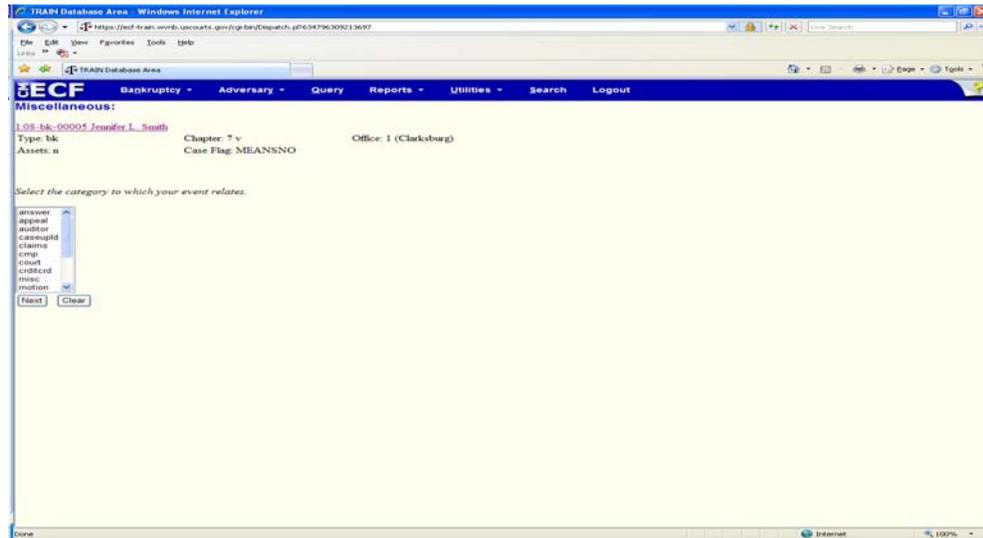


Figure 9

STEP 10 The **Select the Appropriate Event(s) to Which Your Event Relates** screen appears. (See Figure 10.)

- ◆ Select the appropriate document to link to the amended document.
- ◆ Click **[Next]** to continue.

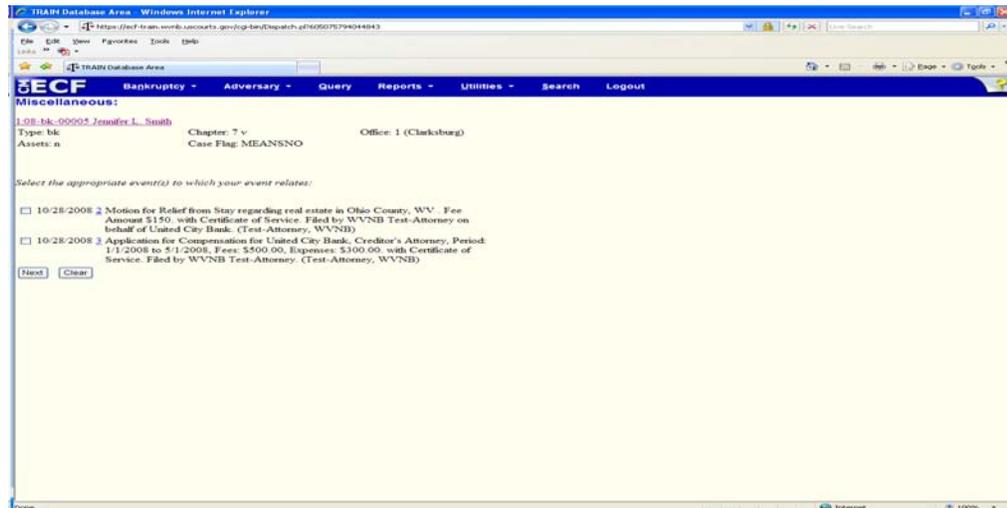


Figure 10

- STEP 11** The **FINAL TEXT EDITING** screen displays. (See Figure 11.)
- ◆ Insert language in docket text to reflect the document you are filing. For this lesson, insert ***Motion for Relief from Stay***.
 - ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
 - ◆ To abort or restart the transaction, click on the Bankruptcy hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
 - ◆ When the docket text is correct, click **[Next]** to continue.



Figure 11

- STEP 12** The **FINAL DOCKET TEXT** screen displays. (See Figure 12.)
- ◆ Read the **Attention!!** message.
 - ◆ If you are ready to submit this transaction click **[Next]**.

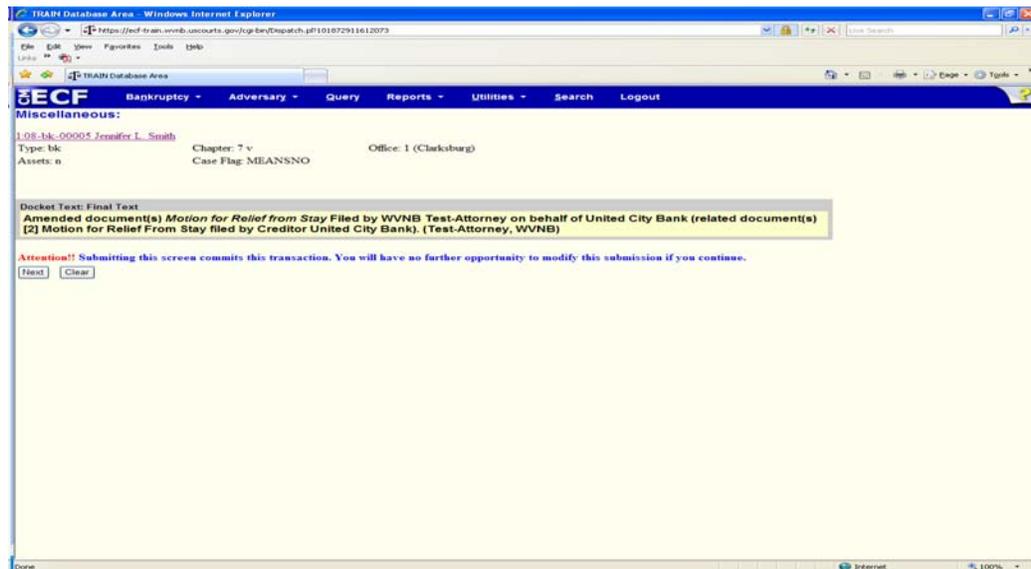


Figure 12

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- ◆ Clicking on the case number hyperlink will display the PACER login screen. After logging into PACER, the docket report screen will appear.
- ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

Certificate of Service

This process shows the steps and screens required for an attorney to electronically file a certificate of service. This lesson will demonstrate the filing of a certificate of service evidencing service of a brief.

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

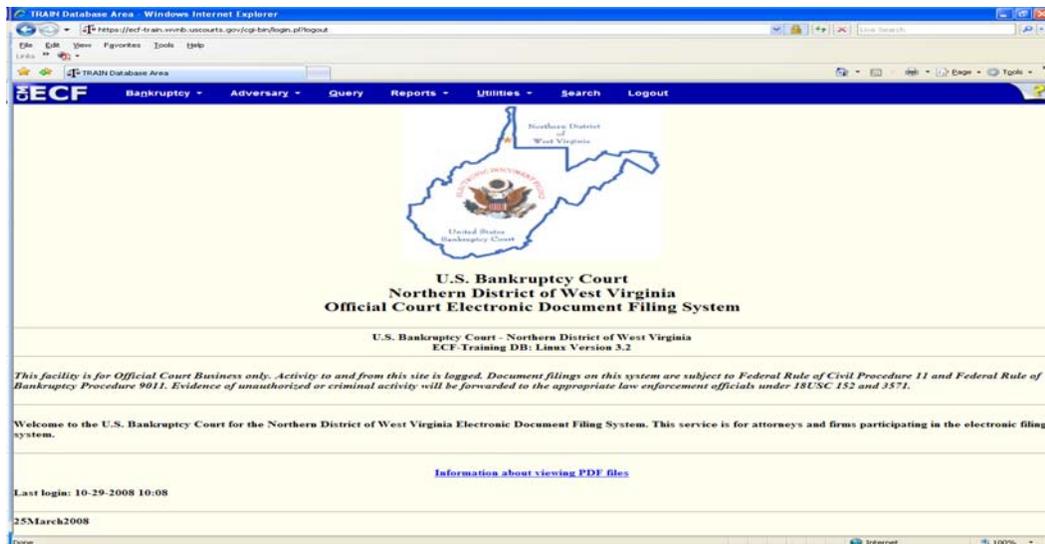


Figure 1

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

◆ Click on the Other hyperlink.

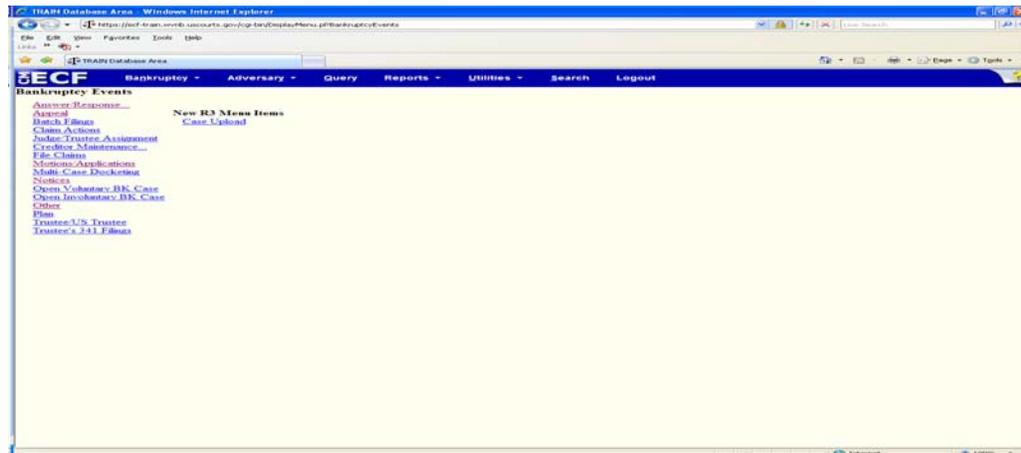


Figure 2

STEP 3 The **CASE NUMBER** screen displays (See Figure 3). The system will display the number of the last case you accessed in this session.

- ◆ If this is **not** the case in which you are filing an answer, delete this case number and enter the correct case number.
- ◆ Click [**Next**] to continue.

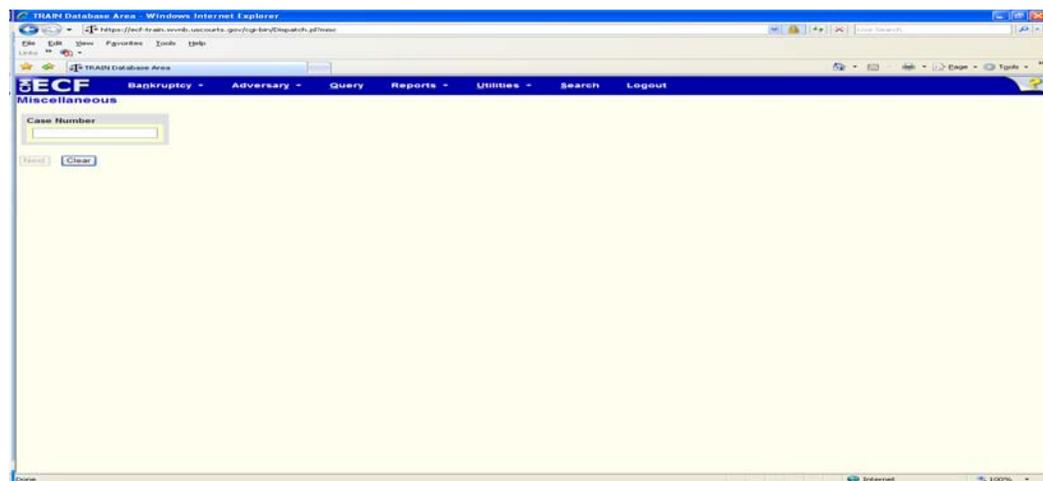


Figure 3

STEP 4 The **Miscellaneous** screen appears. (See Figure 4.)

- ◆ Click on **Certificate of Service**.
- ◆ Click **[Next]** to continue.

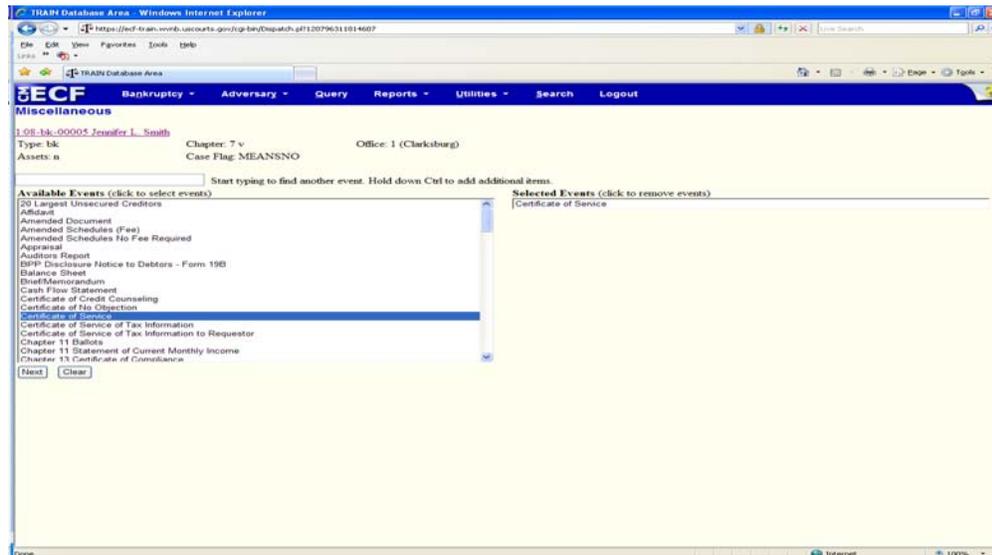


Figure 4

STEP 5 The **Joint Filing** screen appears. (See Figure 5.)

- ◆ If you are filing this pleading jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If this is **not** a joint filing, no further action is necessary.
- ◆ Click **[Next]** to continue.

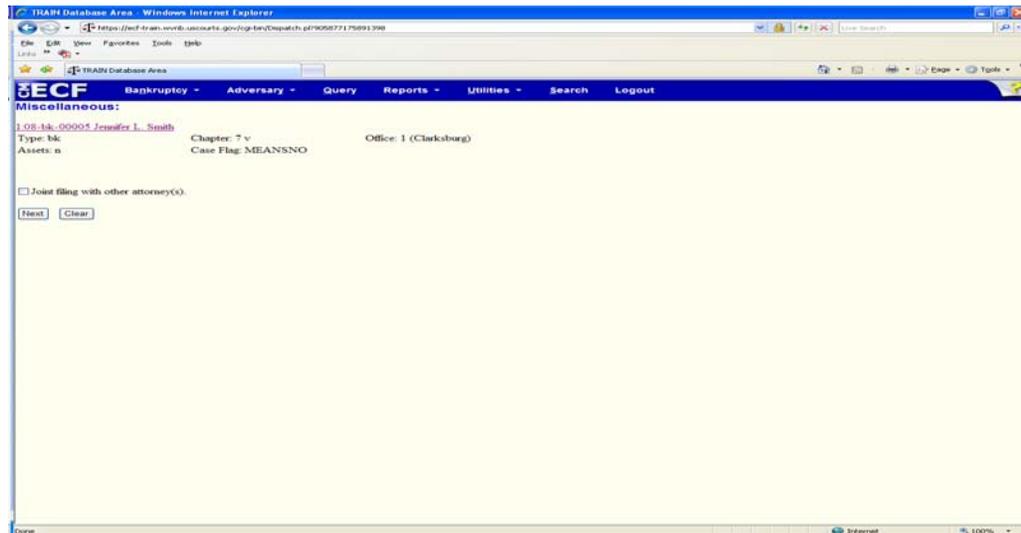


Figure 5

STEP 6 The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 6.)

- ◆ Select the party filers. In this case you will select United City Bank.
- ◆ Click **[Next]** to continue.

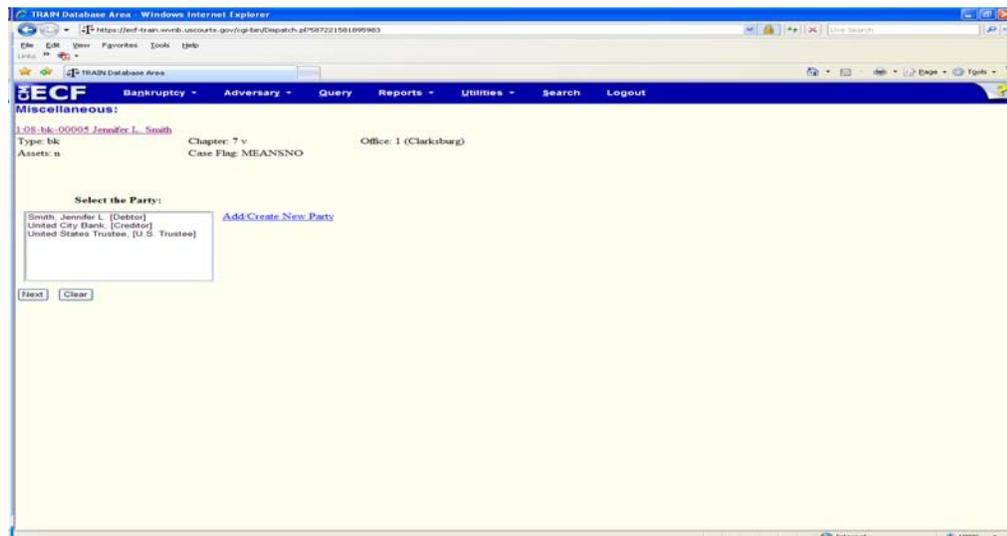


Figure 6

STEP 7 The **PDF DOCUMENT** screen displays. (See Figure 7.)

- ◆ To associate the imaged document with this entry:
 - Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (*.*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
 - The system will enter the path and name of the PDF document selected into the Filename field.
 - Click **[Next]** to continue.



Figure 7

STEP 8 The **Refer to Existing Event(s)?** screen displays. (See Figure 8.)

- ◆ Click in *Refer to existing event(s)?*
- ◆ Click **[Next]** to continue.

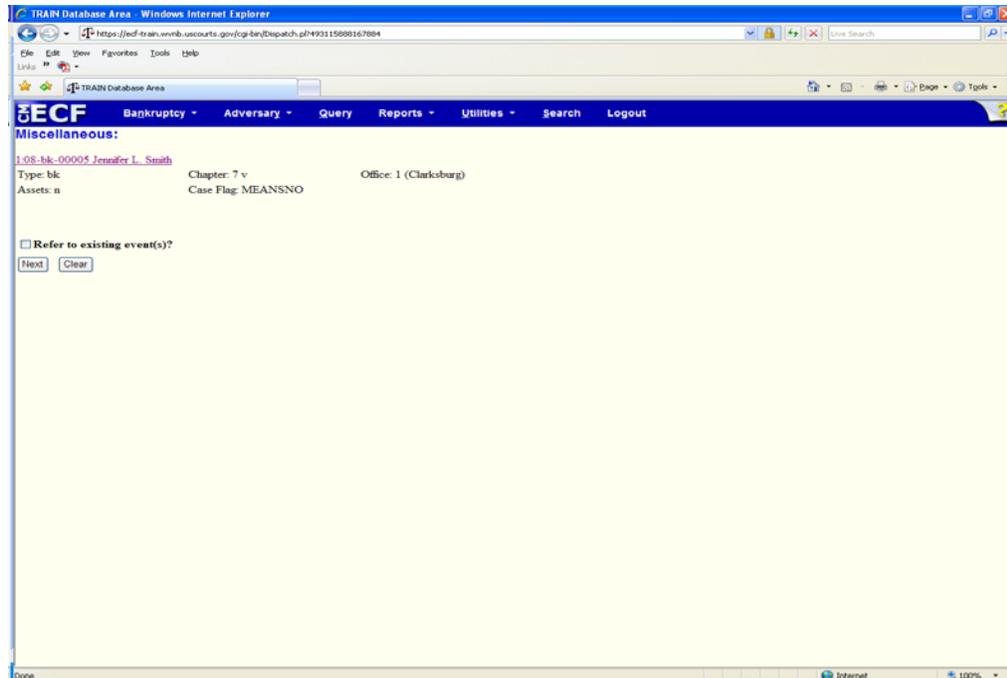


Figure 8

STEP 9 The **Select the Category to Which Your Event Relates** screen appears. (See Figure 9.)

- ◆ For this lesson, click on misc.

NOTE: By holding down the Ctrl key and dragging your left mouse button down the entire list, all docket entries will appear on the next screen.

- ◆ Click **[Next]** to continue.

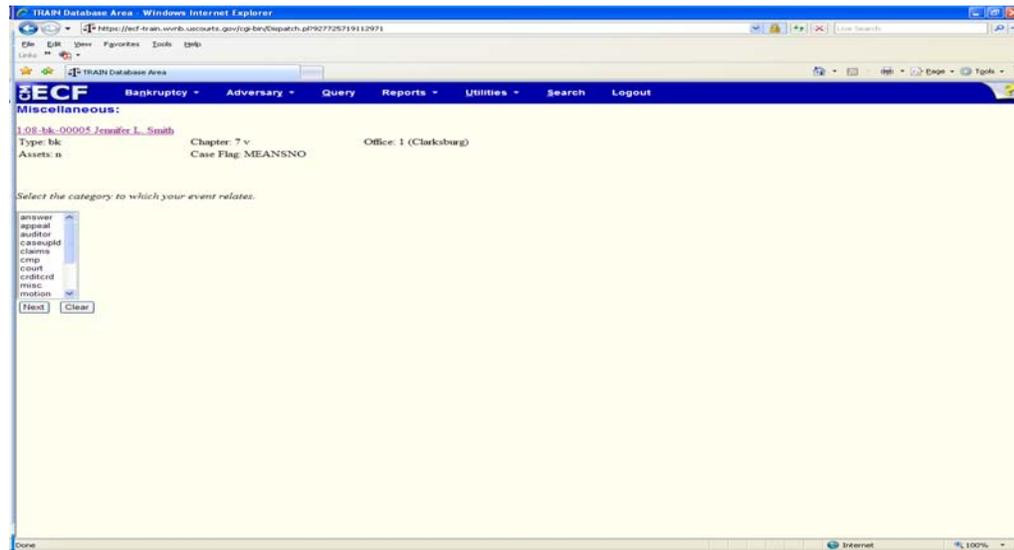


Figure 9

STEP 10 The **Select the Appropriate Event(s) to Which Your Event Relates:** screen appears. (See Figure 10.)

- ◆ Select the applicable event. In this lesson, we are selecting pleading number 6, Brief.
- ◆ Click **[Next]** to continue.

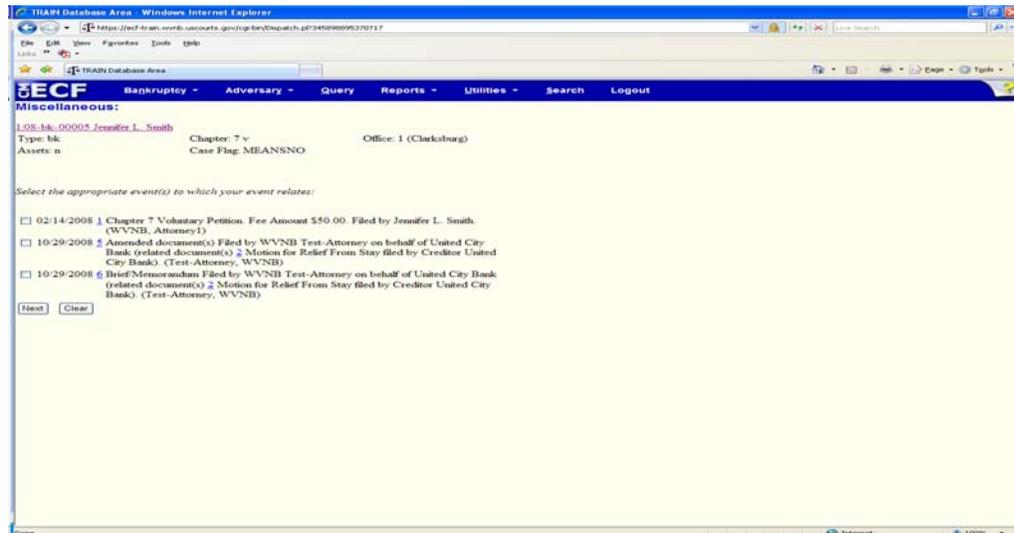


Figure 10

STEP 11 The **MODIFY DOCKET TEXT** screen displays. (See Figure 11.)

- ◆ Docket text may be added in the white box if applicable.
- ◆ A prefix may be added to the docket text by clicking on the down arrow.
- ◆ Click **[Next]** to continue.

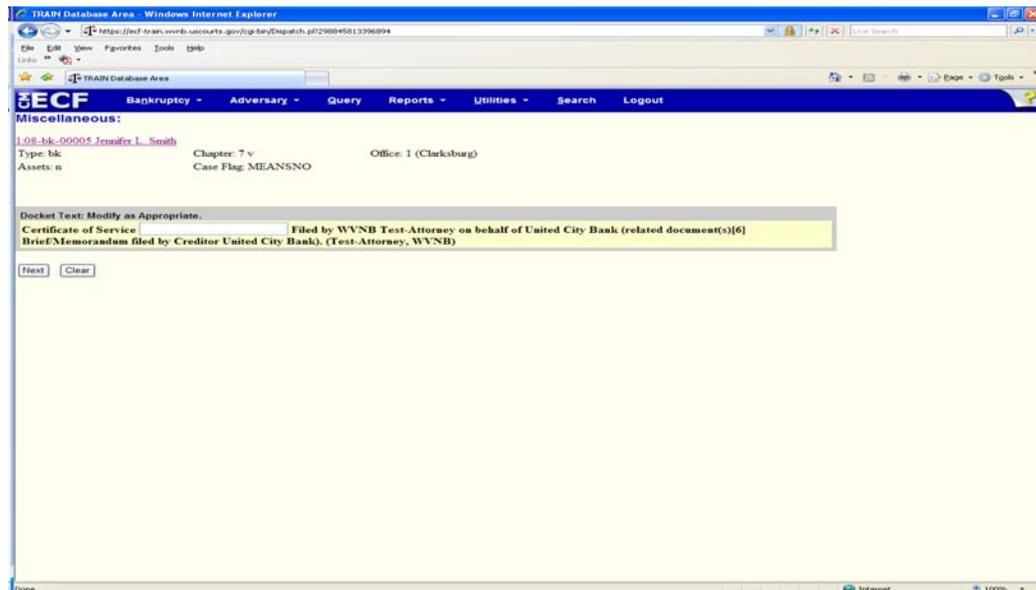


Figure 11

STEP 12 The **FINAL DOCKET TEXT** screen displays. (See Figure 12.)

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
- ◆ To abort or restart the transaction, click on the Bankruptcy hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ When the docket text is correct, click **[Next]** to continue.



Figure 12

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 13.)

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- ◆ Clicking on the case number hyperlink will display the PACER login screen. After logging into PACER, the docket report screen will appear.
- ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

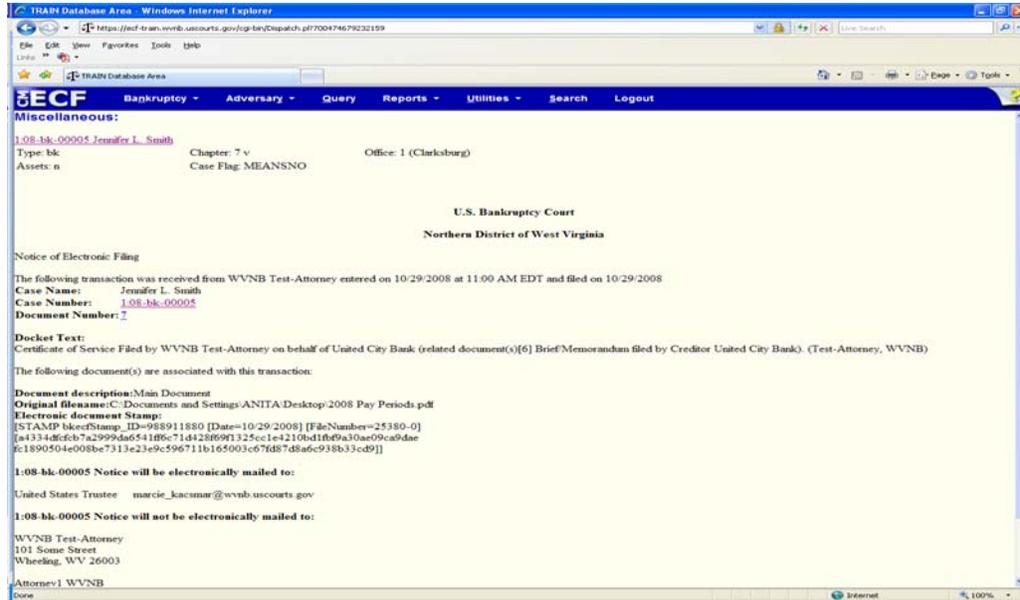


Figure 13

Memorandum in Support/Opposition

This process shows the steps and screens required for an attorney to electronically file a memorandum of law. This lesson will demonstrate the filing of a memorandum in opposition to a motion for relief from stay

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



Figure 1

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

◆ Click on the Other hyperlink.

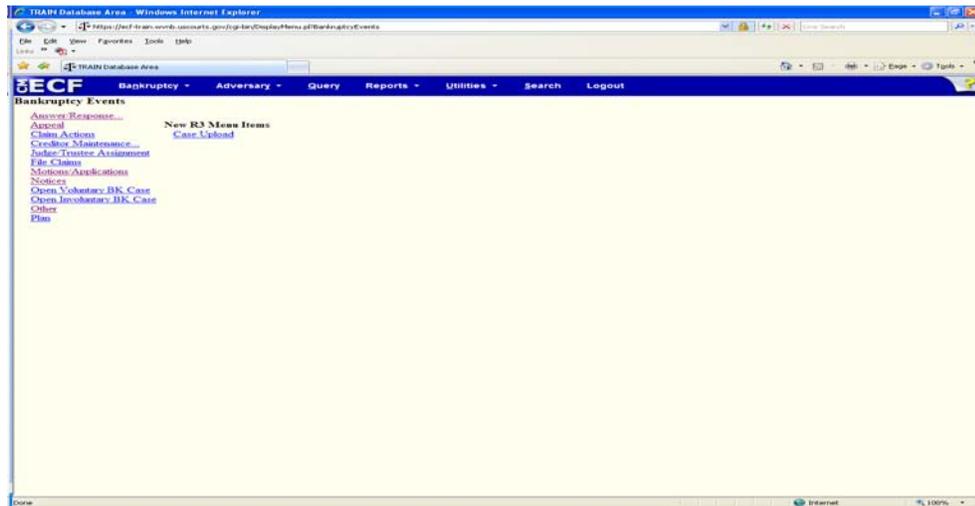


Figure 2

STEP 3 The **CASE NUMBER** screen displays (See Figure 3). The system will display the number of the last case you accessed in this session.

- ◆ If this is **not** the case in which you are filing an answer, delete this case number and enter the correct case number.
- ◆ Click **[Next]** to continue.

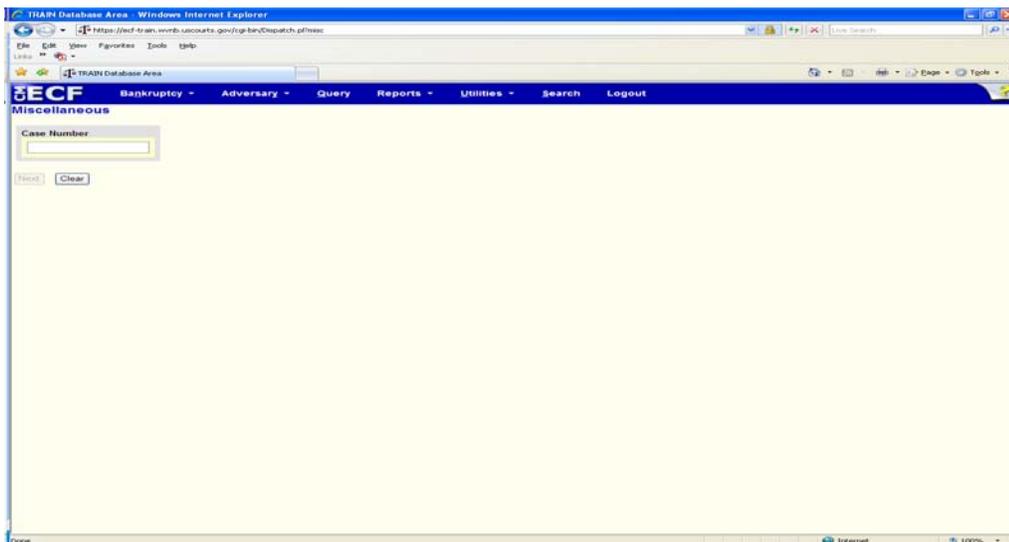


Figure 3

STEP 4 The **Miscellaneous** screen appears. (See Figure 4.)

- ◆ Click on **Brief/Memorandum**
- ◆ Click **[Next]** to continue.

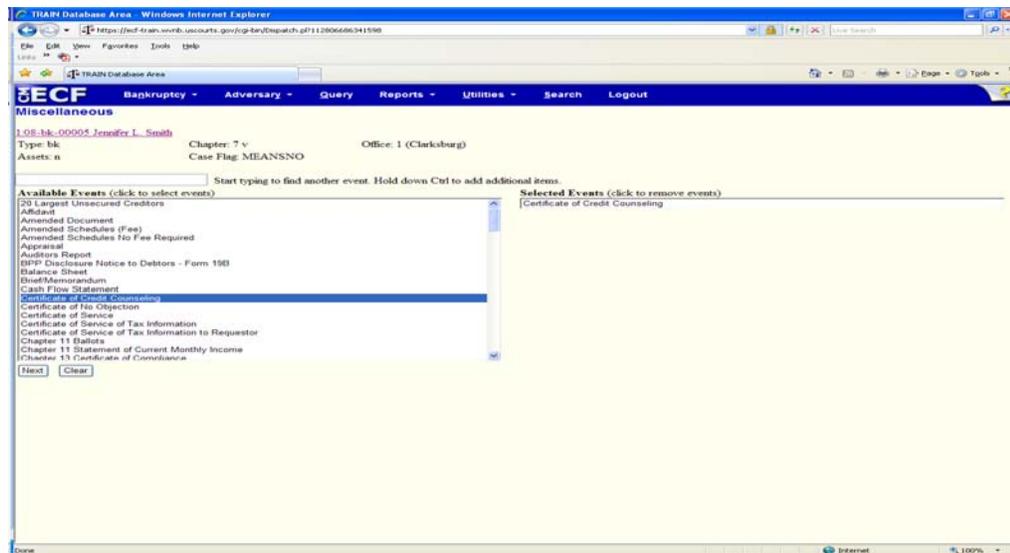


Figure 4

STEP 5 The **Joint Filing** screen appears. (See Figure 5.)

- ◆ If you are filing this pleading jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If this is **not** a joint filing, no further action is necessary.
- ◆ Click **[Next]** to continue.

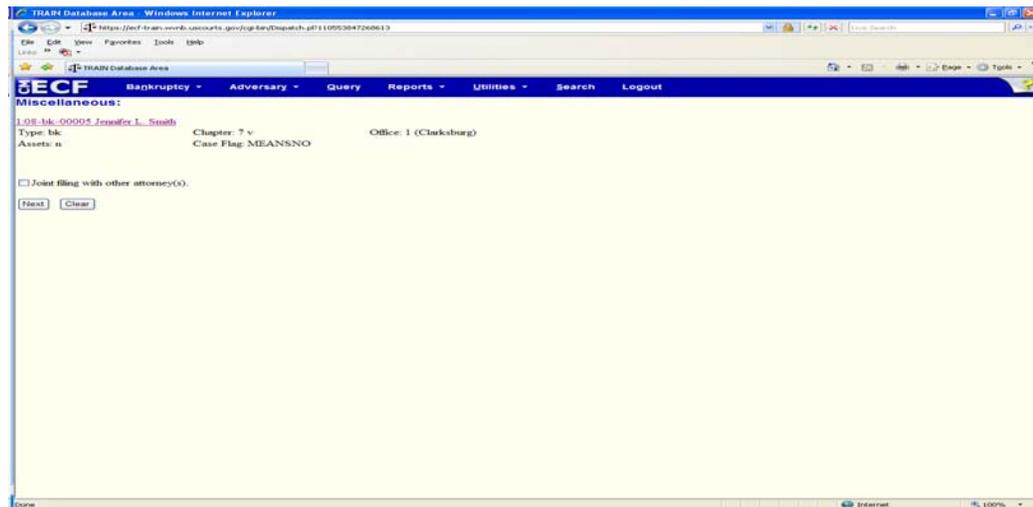


Figure 5

STEP 6 The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 6.)

- ◆ Select the party filers. In this case you will select the debtor who is filing a brief in opposition to United City Bank's Motion for Relief from Stay.
- ◆ Click **[Next]** to continue.



Figure 6

- STEP 7** The **PDF DOCUMENT** screen displays. (See Figure 7.)
- ◆ To associate the imaged document with this entry:
- Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (*.*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
 - The system will enter the path and name of the PDF document selected into the Filename field.
 - Click **[Next]** to continue.

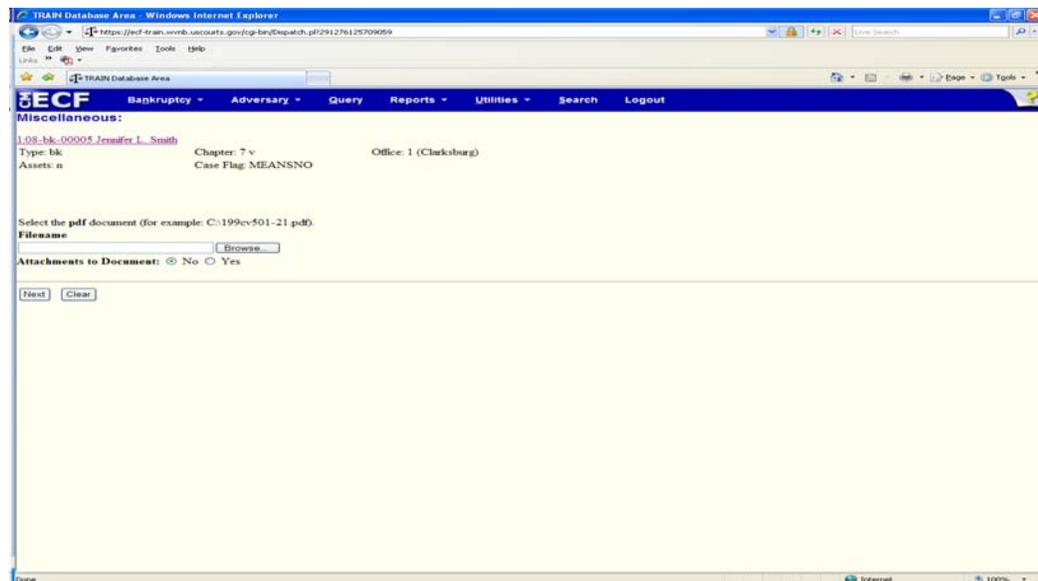


Figure 7

STEP 8 The **Refer to Existing Event(s)?** screen displays. (See Figure 8.)

- ◆ Click in *Refer to existing event(s)?*
- ◆ Click **[Next]** to continue.

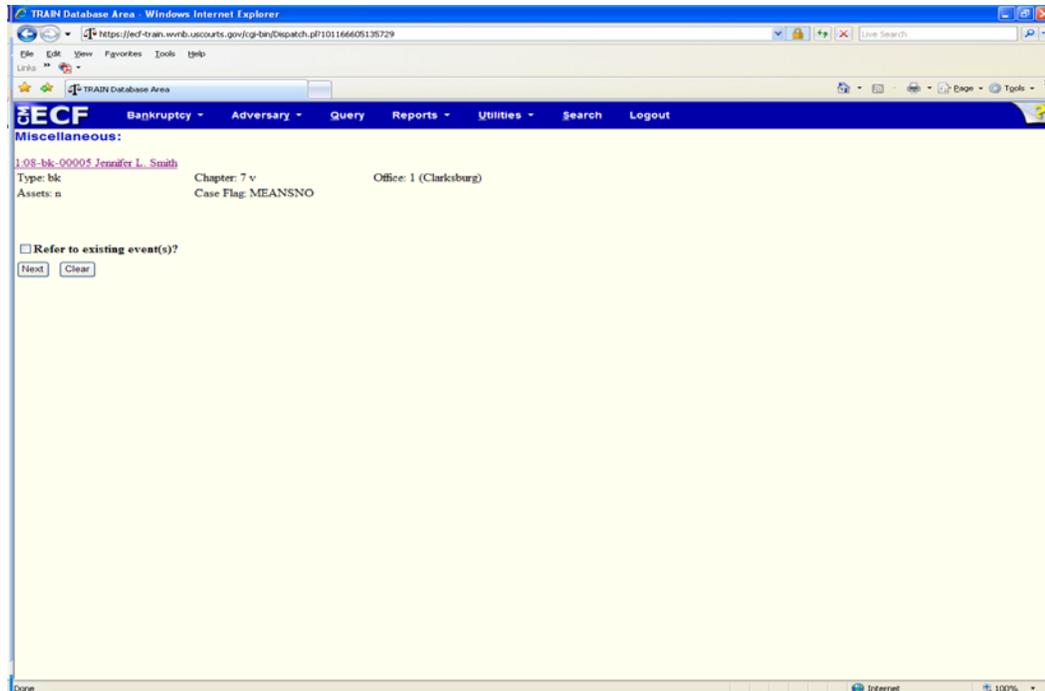


Figure 8

STEP 9 The **Select the Category to Which Your Event Relates** screen appears. (See Figure 9.)

- ◆ For this lesson, click on motion.

NOTE: By holding down the Ctrl key and dragging your left mouse button down the entire list, all docket entries will appear on the next screen.

- ◆ Click **[Next]** to continue.

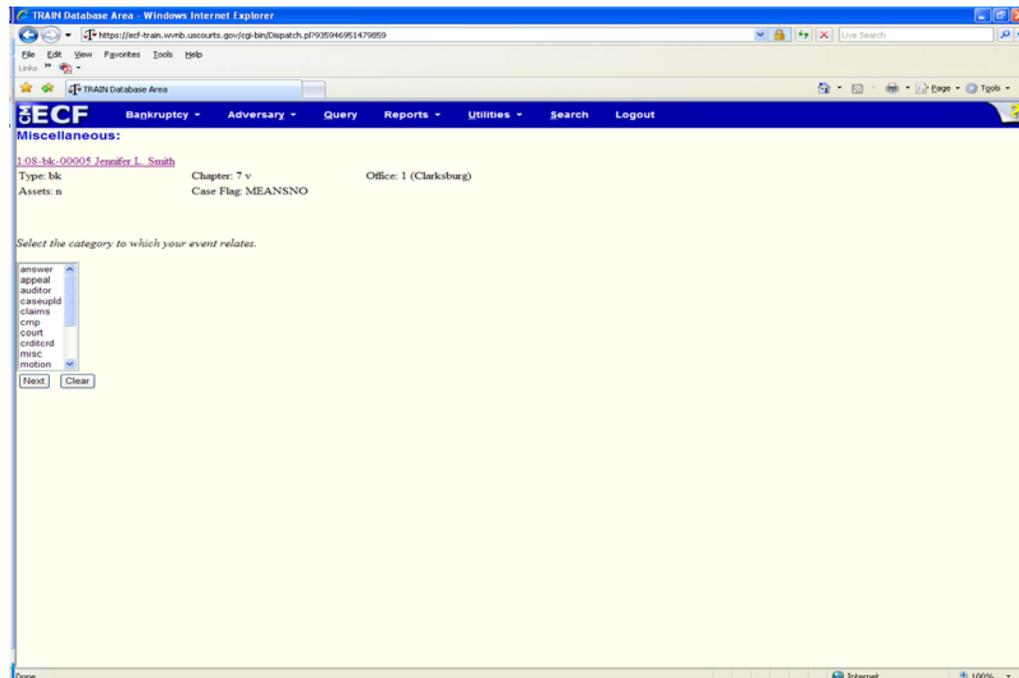


Figure 9

STEP 10 The **Select the Appropriate Event(s) to Which Your Event Relates:** screen appears. (See Figure 10.)

- ◆ Select the applicable event. In this lesson, we are selecting the Motion for Relief from Stay.
- ◆ Click **[Next]** to continue.

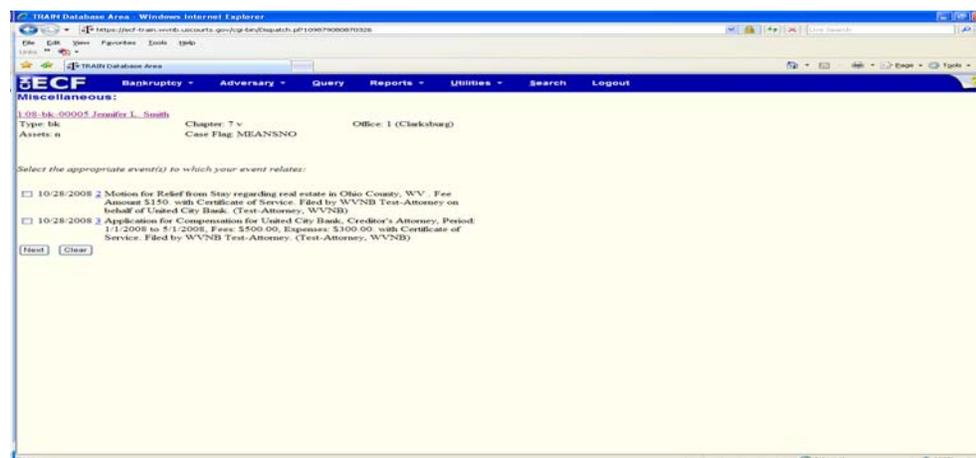
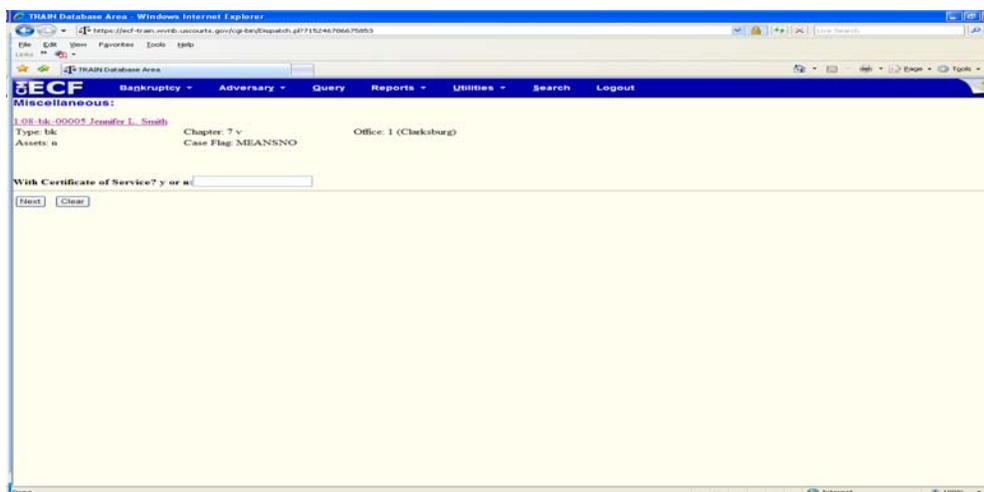


Figure 10

STEP 11 See Figure 11

- ◆ Enter **y** or **n** after ***With Certificate of Service?***
- ◆ Click **[Next]** to continue.

**Figure 11****STEP 12** The **MODIFY DOCKET TEXT** screen displays. (See Figure 12.)

- ◆ Docket text may be added in the white box. In this example, the debtor is filing a brief in opposition to the Motion for Relief from Stay, thus, *In Opposition* was added.
- ◆ Click **[Next]** to continue.



Figure 12

STEP 13 The **FINAL DOCKET TEXT** screen displays. (See Figure 13.)

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
- ◆ To abort or restart the transaction, click on the Bankruptcy hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ When the docket text is correct, click **[Next]** to continue.

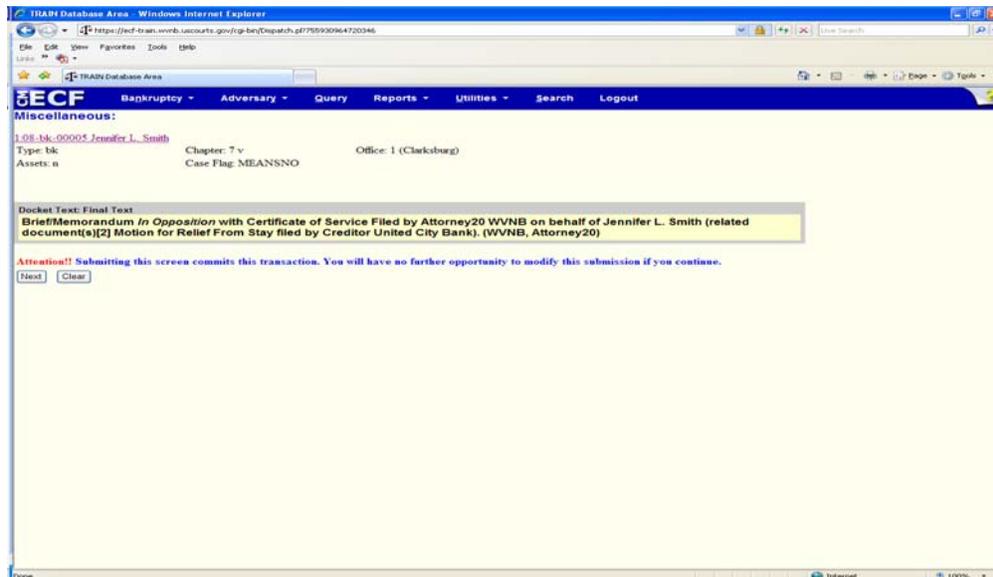


Figure 13

STEP 14 The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 14.)

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- ◆ Clicking on the case number hyperlink will display the PACER login screen. After logging into PACER, the docket report screen will appear.
- ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

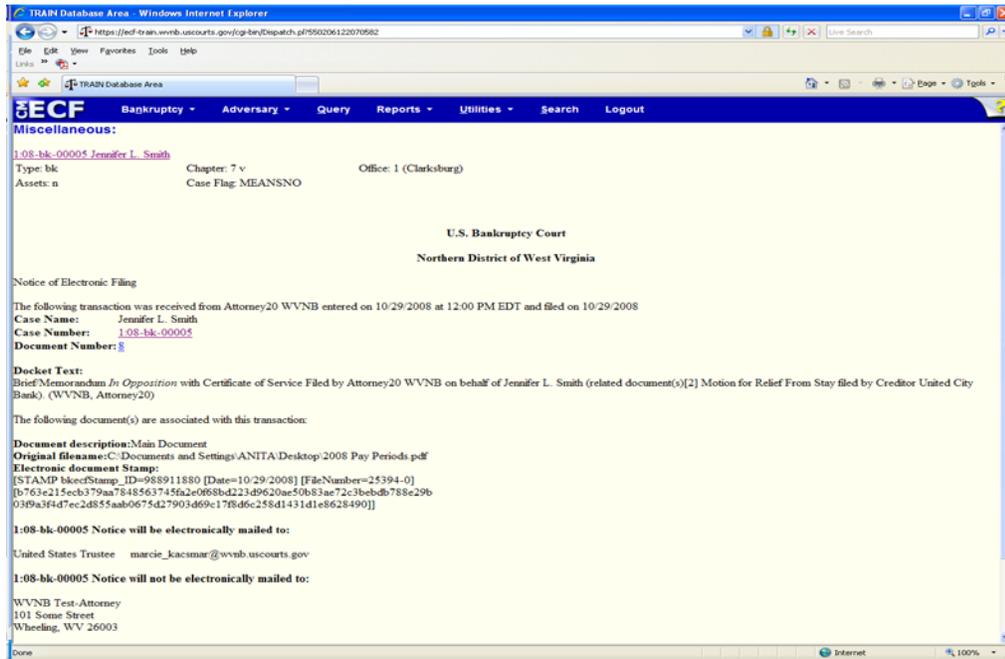


Figure 14

Reaffirmation Agreement

This process shows the steps and screens required for an attorney to electronically file a reaffirmation agreement.

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

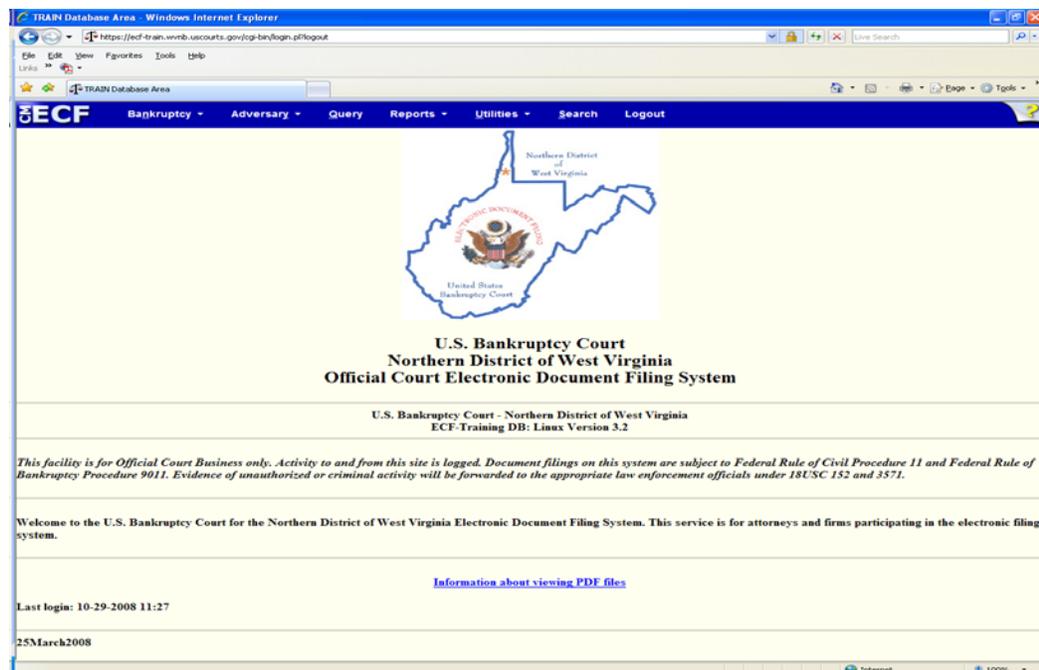


Figure 1

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

◆ Click on the Other hyperlink.

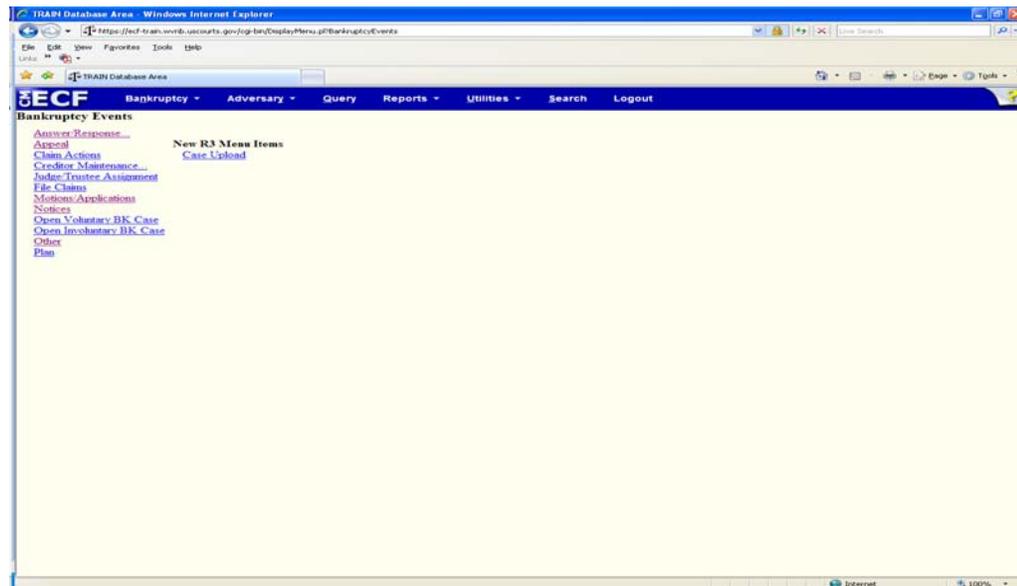


Figure 2

STEP 3 The **CASE NUMBER** screen displays (See Figure 3). The system will display the number of the last case you accessed in this session.

- ◆ If this is **not** the case in which you are filing an answer, delete this case number and enter the correct case number.
- ◆ Click **[Next]** to continue.

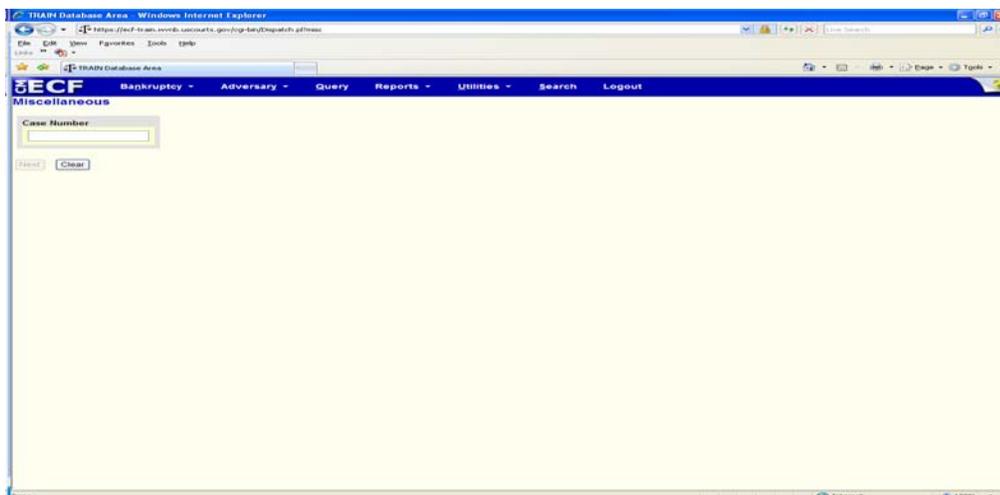


Figure 3

STEP 4 The **Miscellaneous** screen appears. (See Figure 4.)

- ◆ Click on **Reaffirmation Agreement**.
- ◆ Click **[Next]** to continue.

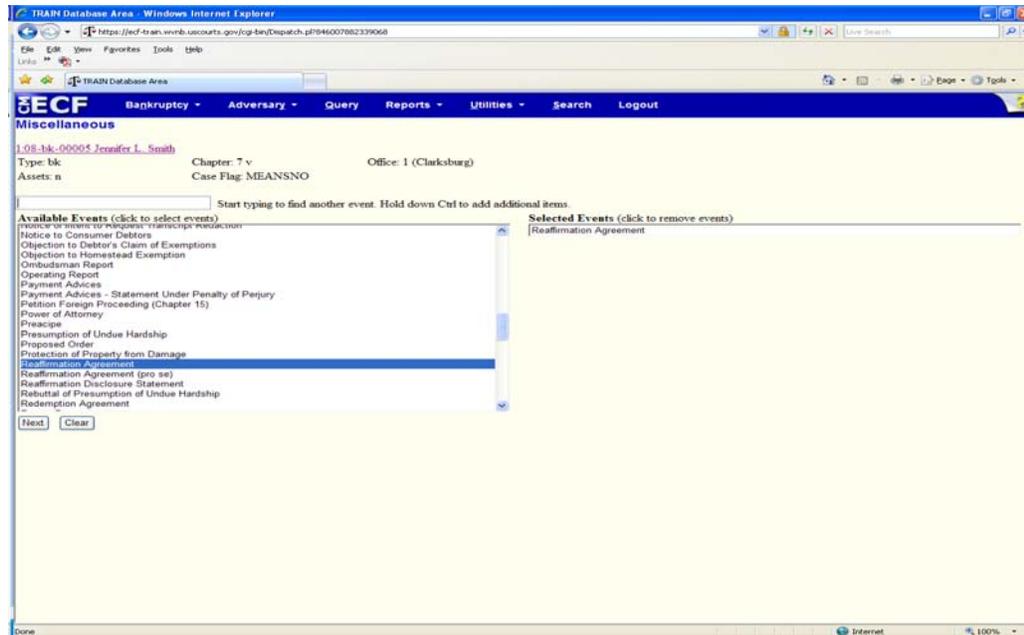


Figure 4

STEP 5 The **Joint Filing** screen appears. (See Figure 5.)

- ◆ If you are filing this pleading jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If this is **not** a joint filing, no further action is necessary.
- ◆ Click **[Next]** to continue.

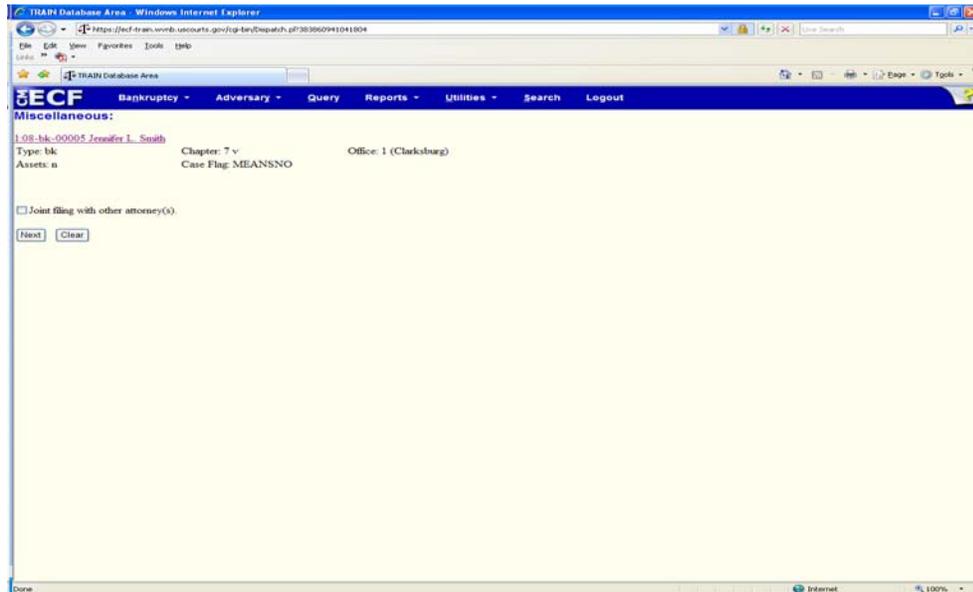


Figure 5

STEP 6 The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 6.)

- ◆ Select the party filers. In this case you will select the debtor.
- ◆ Click **[Next]** to continue.

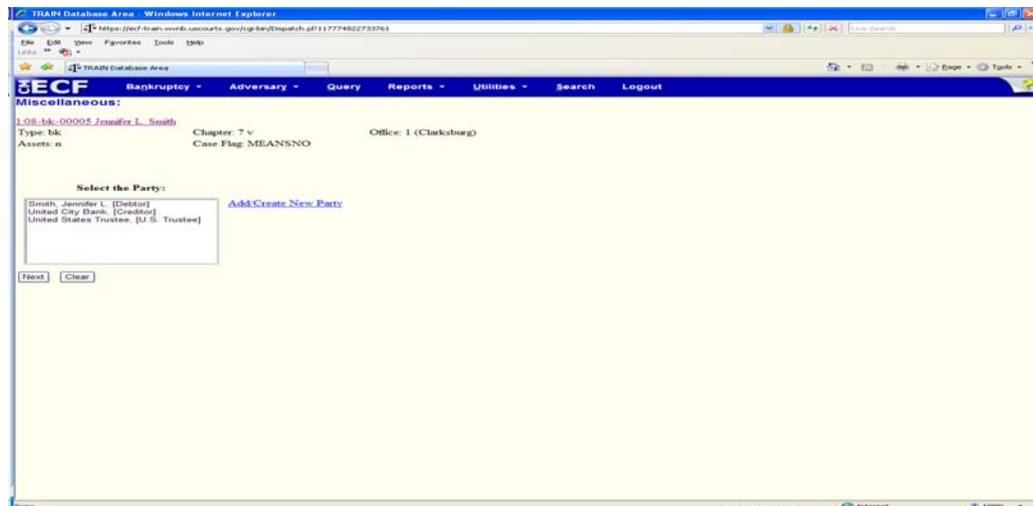


Figure 6

STEP 7 The **PDF DOCUMENT** screen displays. (See Figure 7.)

- ◆ To associate the imaged document with this entry:
 - Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (*.*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
 - The system will enter the path and name of the PDF document selected into the Filename field.
 - Click **[Next]** to continue.

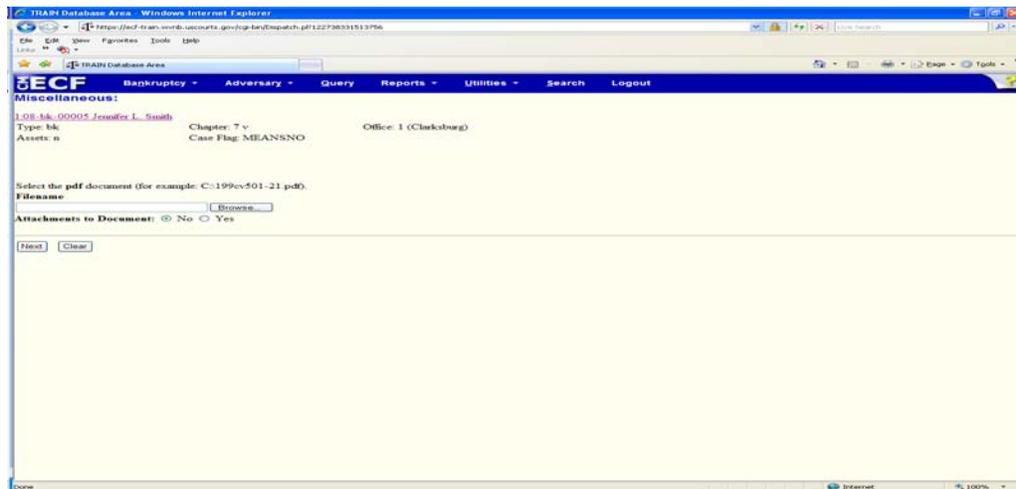


Figure 7

- STEP 8** The following screen displays. **(See Figure 8.)**
- ◆ Insert after *With Whom?* the party with whom the debtor(s) are reaffirming.
 - ◆ Insert **y** or **n** after *With Affidavit or Declaration of Counsel?*
 - ◆ Click **[Next]** to continue.

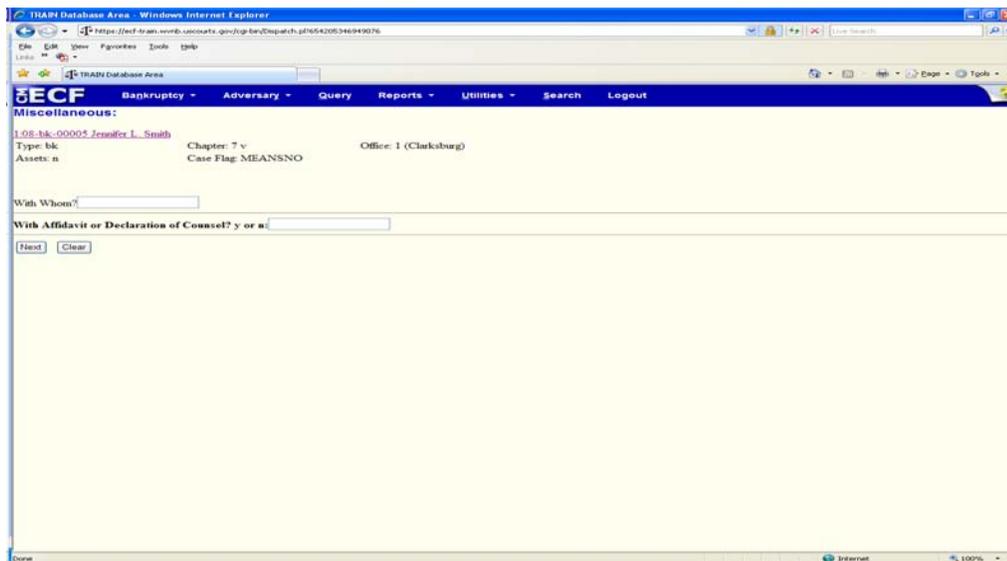


Figure 8

- STEP 9** **See Figure 9**
- ◆ Verify case name and number.
 - ◆ Click **[Next]** to continue.

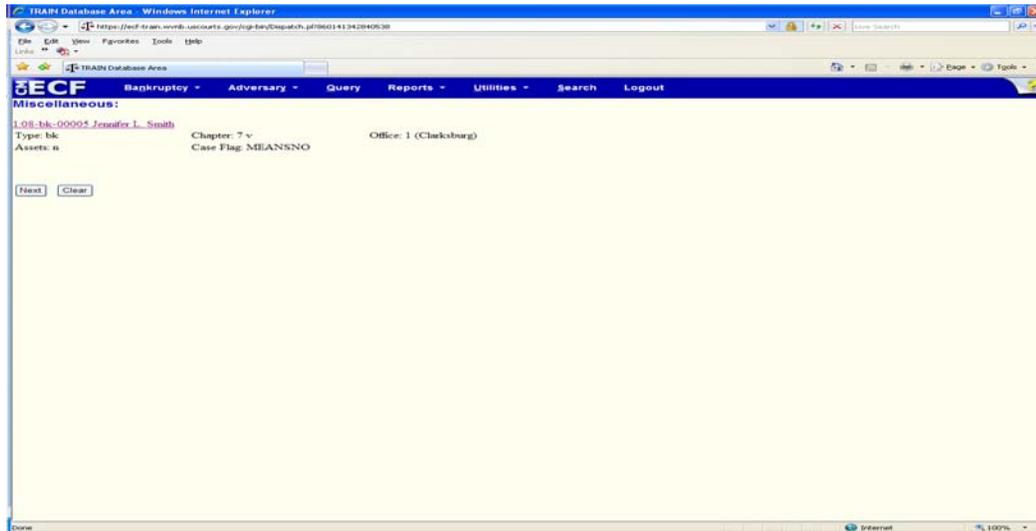


Figure 9

STEP 10 The **FINAL DOCKET TEXT** screen displays. (See Figure 10.)

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
- ◆ To abort or restart the transaction, click on the [Bankruptcy](#) hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ When the docket text is correct, click **[Next]** to continue.



Figure 10

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 11.)

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- ◆ Clicking on the case number hyperlink will display the PACER login screen. After logging into PACER, the docket report screen will appear.
- ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

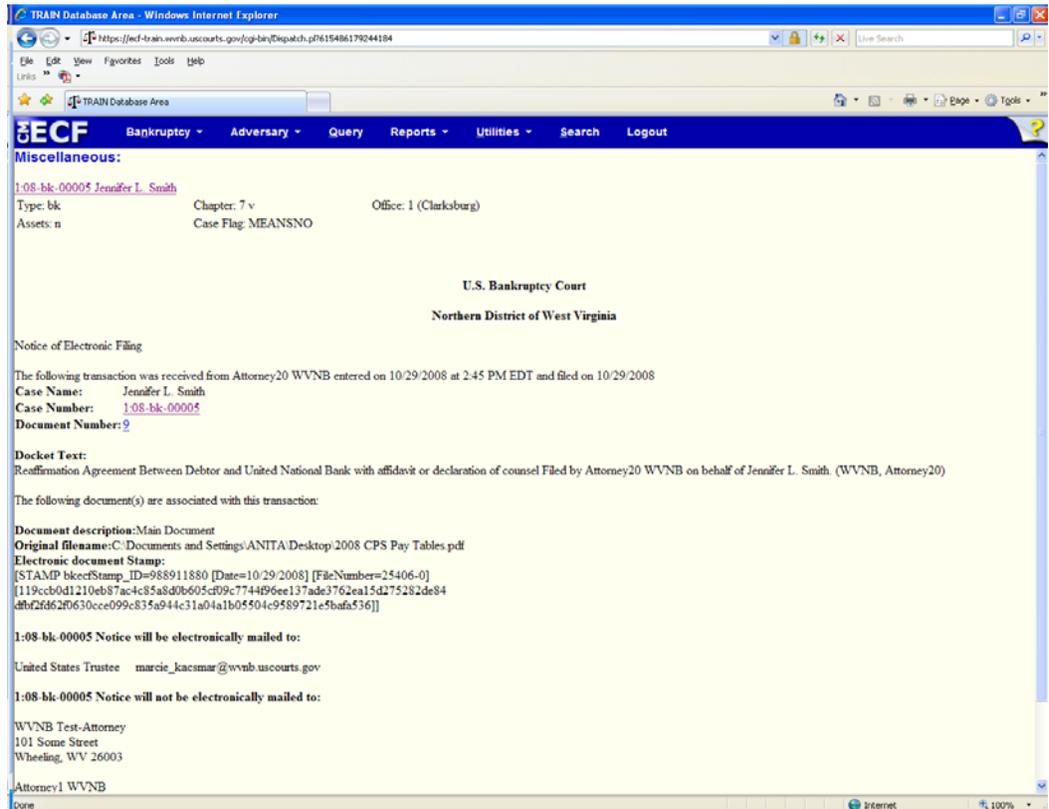


Figure 11

Adversary Case Opening

Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff, defendant, and basic statistical data. The complaint is incorporated into this process and will not need to be docketed separately. During the filing of this event (unlike the opening of a Bankruptcy Case), the attorney for the plaintiff must select himself/herself at the attorney selection screen.

STEP 1 Click the Adversary hyperlink on the CM/ECF main menu bar. (See Figure 1.)



Figure 1

STEP 2 Click on the Open an AP Case hyperlink displayed on the **ADVERSARY EVENTS** screen. (See Figure 2.)



Figure 2

- STEP 3** The initial **CASE DATA** screen displays. (See Figure 3.)
- ◆ The **Case Type** value is **ap** for adversary proceeding. There is no other selection
 - ◆ The current date is displayed next to **Date Filed**.
 - ◆ The Complaint field signifies the lead event for this proceeding. If you are filing something other than a complaint such as a Notice of Removal, select **(n)** for no.
 - ◆ Click **[Next]** to continue.

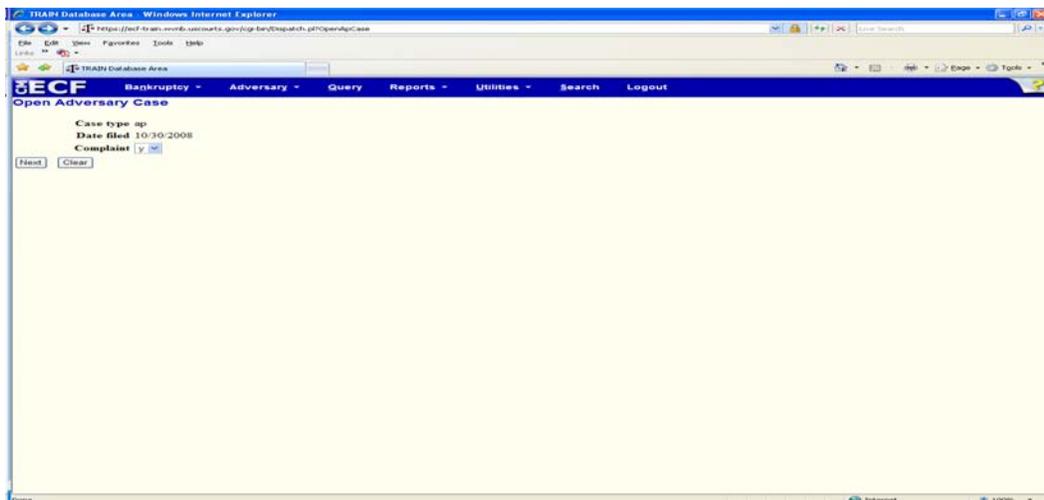


Figure 3

- STEP 4** See Figure 4.
- ◆ Enter bankruptcy case number as **lead case number**.
 - ◆ Select **Adversary** as **Association type**.
 - ◆ Click **[Next]** to continue.

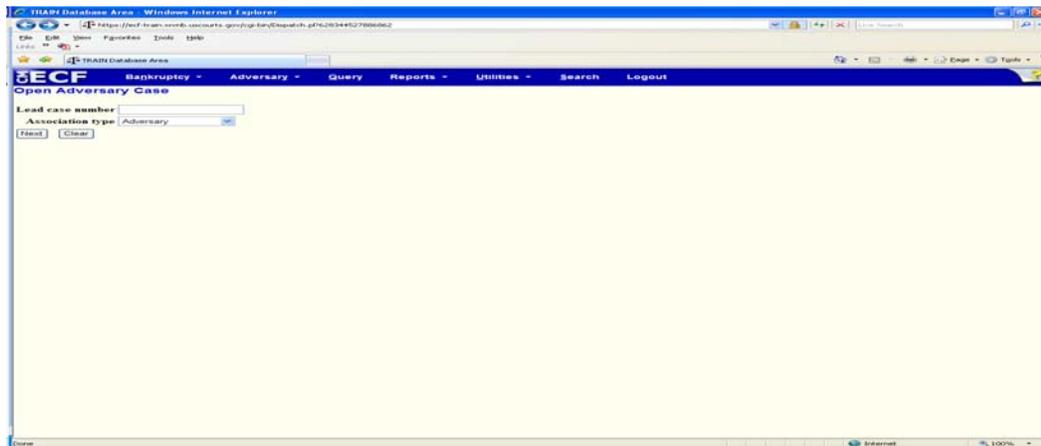


Figure 4

STEP 5 The divisional screen displays. (See Figure 5.)

- ◆ Your adversary proceeding will be assigned to the divisional location based upon the lead bankruptcy case. The location number will be displayed before the year filed in the case number. The Clarksburg division is reflected with a **1**, Elkins with a **2**, Martinsburg with a **3**, and Wheeling with a **5**.
- ◆ Click **[Next]** to continue.

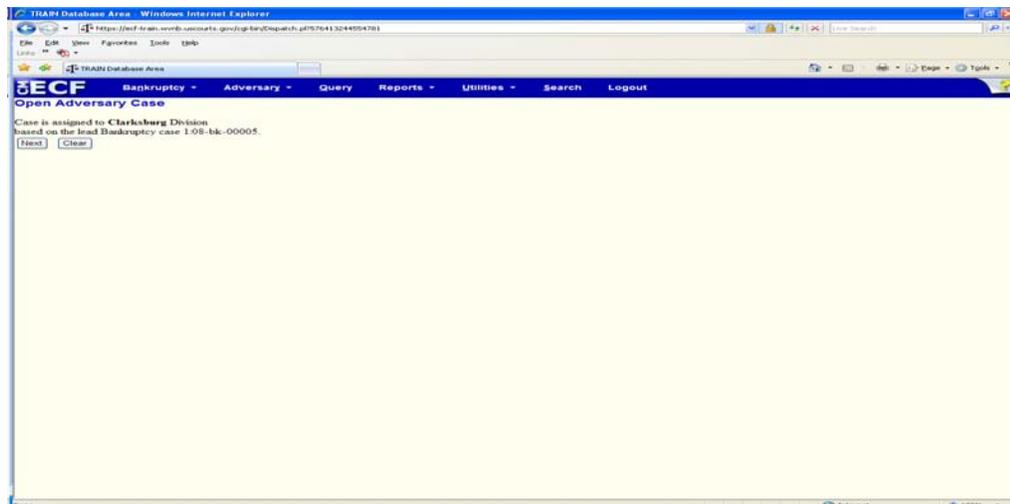


Figure 5

STEP 6 The **SEARCH FOR A PLAINTIFF** screen appears. (See Figure 6.)

- ◆ Before adding a party, it is recommended that one search the database for the party. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name.
 - Enter the last name of the party to be searched. If this is a business filing, enter the first word of the name to search the database. The entire business name is stored in the **Last/Business name** field.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Include punctuation. (O'Brien, Zeta-Jones)
- Try alternate search clues if your first search is not successful.
- Partial names (minimum of two characters) can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)

- ◆ Enter the plaintiff's last/business name and click [**Search**].



The screenshot shows a web browser window titled "THAM Database Area - Windows Internet Explorer". The address bar displays the URL "https://ecf-tram.merit.uscourts.gov/cgi-bin/reqpatch.pl?12632211445684". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features a navigation menu with "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". Below the menu, the page is titled "Open Adversary Case". The main section is labeled "Search for a plaintiff" and contains the following fields: "SSN / ITIN" (with a dropdown arrow), "Tax ID / EIN" (with a dropdown arrow), "Last/Business name", "First Name", and "Middle Name". At the bottom of the search area are "Search" and "Clear" buttons.

Figure 6

STEP 7 The **SEARCH RESULTS** screen appears. (See Figure 7.)

NOTE: If the designated party was already on the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation you would select the party by highlighting the name with your mouse and click on the **[Select Name From List]** button.
OR

If the system **does not** find the party with the search criteria entered, it will display a message **No person found**. Click **Create New Party** to add party to the case.

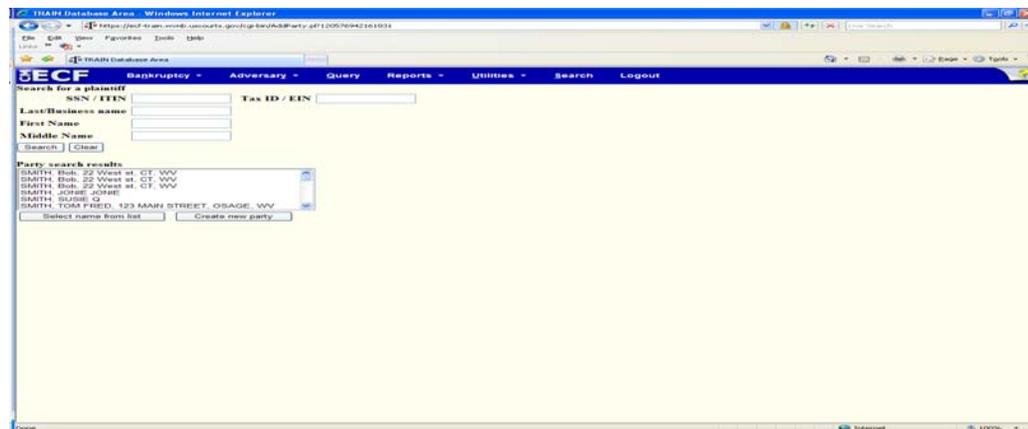


Figure 7

STEP 8 The **PLAINTIFF INFORMATION** screen appears. (See Figure 8.)

NOTE: If you have selected a party from the party list, you will not be able to change the social security number/tax id number field; however, you will be able to modify other field information.

- ◆ Enter or verify the plaintiff's **Name** and **Tax ID** or **SSN** information.
- ◆ Enter or verify/modify address and county information.
- ◆ The **Party Text** field is used for further party description, such as A California Corporation or Executor for the Estate of.... This

information will appear on the caption of the docket report immediately after the party's name.

- ◆ Click to expand **Role in Bankruptcy Case** and select the applicable role of the Plaintiff in the bankruptcy case. If the plaintiff in this adversary proceeding is the debtor, you would select **Debtor**.
- ◆ Click on the **[Attorney]** button on the **PLAINTIFF INFORMATION** screen.

The screenshot shows a web browser window displaying the 'Plaintiff Information' form. The form is for Jennifer L. Smith, with SSN / ITIN: xxx-xx-3333. Fields include Office, Address 1 (111 High Street), Address 2, Address 3, City (Clarksburg), State (WV), Zip (26301), County (Mason), Country (USA), Phone (304-523-7866), and E-mail. The 'Party text' field is empty. The 'Role in Bankruptcy Case' dropdown menu is expanded, showing 'Attorney' selected, 'Corporate parent / affiliate', and 'None'. A note below the dropdown reads: 'Add all attorney's, aliases and corporate parents or affiliates before clicking the Submit button.' Buttons for 'Submit', 'Cancel', and 'Clear' are at the bottom.

Figure 8

STEP 9 You will need to add yourself as the attorney representing the plaintiff(s).

- ◆ Your attorney record already exists on the court's database in an attorney roll that is maintained by court staff.

The **ATTORNEY SEARCH** screen allows you to retrieve your attorney record by Last Name (or partial Last Name.) (See Figure 9.)

- ◆ Enter your last name
- ◆ Click on **[Search]**.

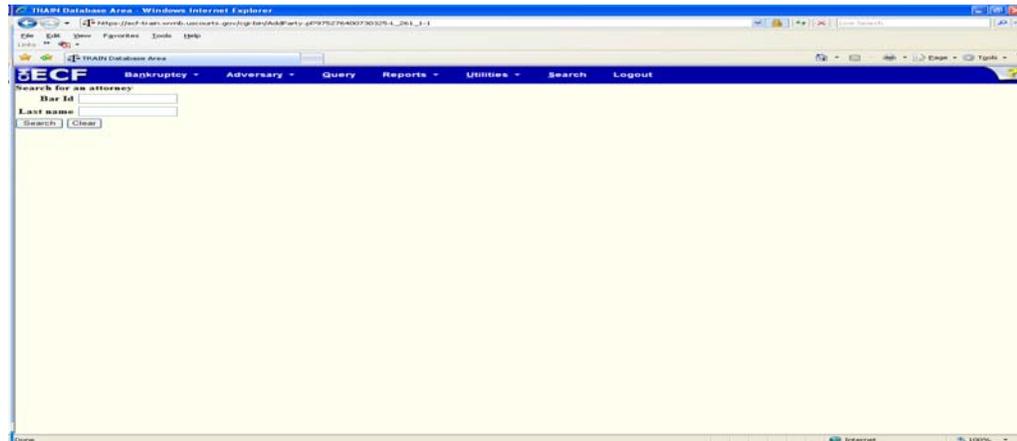


Figure 9

STEP 10 The **ATTORNEY SEARCH RESULTS** screen will display all the matches for the search clue you entered. (See Figure 10.)

- ◆ Click to highlight the attorney name
- ◆ Click [**Select name from list**] to continue and add yourself as the attorney for the party

NOTE: If you are representing multiple parties, you will need to add yourself as the attorney for **each** plaintiff-party you are representing.

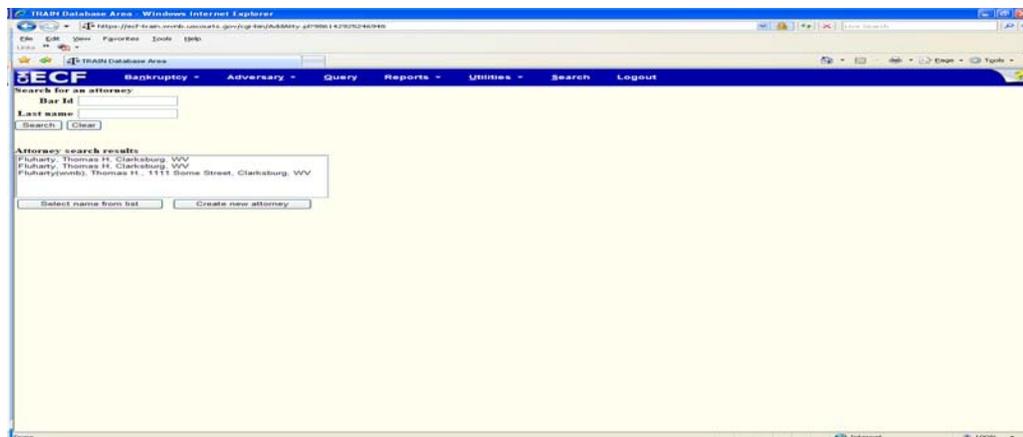
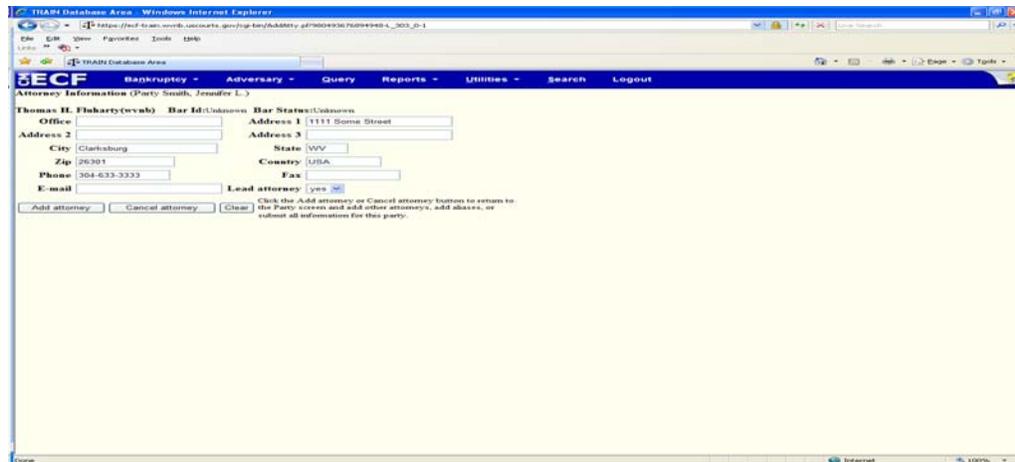


Figure 10

STEP 11 The **ATTORNEY INFORMATION** screen displays the master attorney record from the court attorney roll. (See Figure 11.)

- ◆ Your attorney record can accommodate only one address. If the address for this case is different, make the changes to this screen. This will change professional and mailing information **FOR THIS CASE ONLY**.
- ◆ After verifying this information, click **[Add Attorney]** to associate this record with your plaintiff.



The screenshot shows a web browser window titled "THAFI Database Area" with a URL of "https://ecf-4.uscourts.gov/cgi-bin/Attorney_dff70000336.P02019401_303_0_1". The page has a blue header with navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Attorney Information (Party Smith, Jennifer L.)" and displays the following information for Thomas H. Flukarty (vvnab):

- Bar ID: Unknown, Bar States: Unknown
- Office: [Text Box]
- Address 1: 1111 Some Street
- Address 2: [Text Box]
- Address 3: [Text Box]
- City: Clarksburg
- State: WV
- Zip: 26301
- Country: USA
- Phone: 304-633-3333
- Fax: [Text Box]
- E-mail: [Text Box]
- Lead attorney: yes

At the bottom of the form, there are three buttons: "Add attorney", "Cancel attorney", and "Clear". A small note below the buttons reads: "Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party."

Figure 11

STEP 12 The **PLAINTIFF INFORMATION** screen again appears. (See Figure 12a.)

- ◆ Click the **Alias** button if applicable. You will be able to select the role types of *also known as*, *doing business as*, *formerly doing business as*, and *formerly known as*. Click the **Add aliases** button to return to the Plaintiff Information screen.
- ◆ Click the **Corporate parent/affiliate** button if applicable. Search and Select or Create corporate parent/affiliate. Click on **Add corporate parent/affiliate** to return to the Plaintiff information screen.

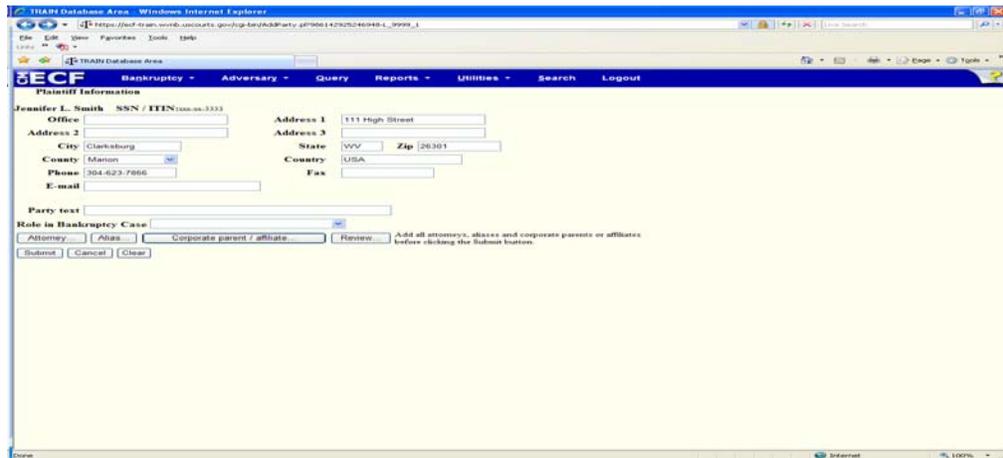


Figure 12a

- ◆ At this time you could click on the **[Review]** button to verify attorney and alias information for this party. Figure 12b shows how this information is displayed.

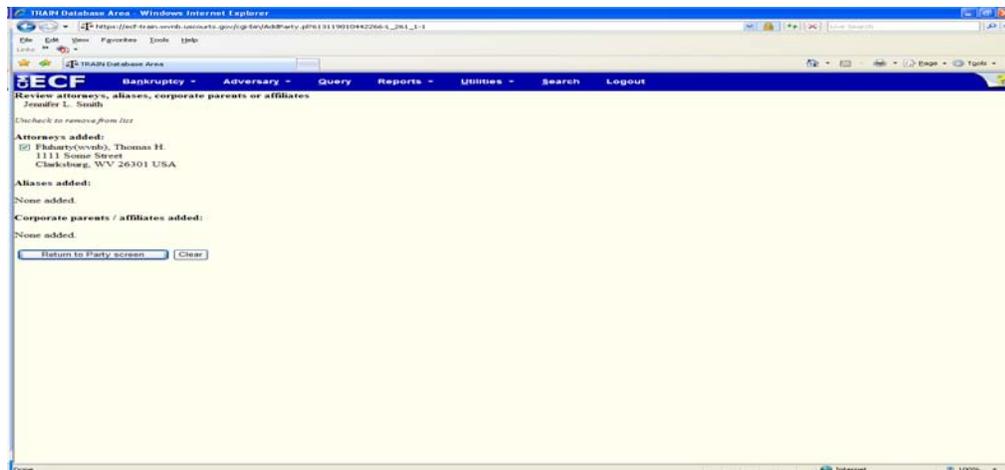


Figure 12b

- ◆ Click on **[Return to Party screen]**.
- ◆ When the Plaintiff Information screen appears again, click **[Submit]**

STEP 13 The **PLAINTIFF SEARCH** screen will appear again Repeat Steps 6-12 until all plaintiffs have been added to the system. (See **Figure 13.**)

- ◆ When all plaintiffs have been entered, click on **[End Plaintiff Selection]**.

The image shows a screenshot of a web browser window displaying the ECF (Electronic Case Filing) system. The browser's address bar shows a URL starting with 'https://ecf-tran.svr.uscourts.gov/'. The page title is 'ECF Open Adversary Case'. The main content area is titled 'Search for a plaintiff' and contains several input fields: 'SSN / ITIN', 'Tax ID / EIN', 'Last/Business name', 'First Name', and 'Middle Name'. Below these fields are 'Search' and 'Clear' buttons. At the bottom of the form is an 'End plaintiff selection' button. The browser's status bar at the bottom indicates 'Done' and 'Internet'.

Figure 13

STEP 14 The **SEARCH FOR A DEFENDANT** screen appears. (See **Figure 14.**)

- ◆ Before adding a party, it is recommended that one search the database for the party. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name.
 - Enter the last name of the party to be searched. If this is a business filing, enter the first word of the name to search the database. The entire business name is stored in the **Last/Business name** field.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Include punctuation. (O'Brien, Zeta-Jones)
- Try alternate search clues if your first search is not successful.
- Partial names (minimum of two characters) can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)

- ◆ Enter the defendant's last/business name and click **[Search]**.

Figure 14

STEP 15 The **SEARCH RESULTS** screen appears. (See Figure 15.)

NOTE: If the designated party was already on the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation you would select the party by highlighting the name with your mouse and click on the **[Select Name From List]** button.
OR

If the system **does not** find the party with the search criteria entered, it will display a message **No person found**. Click **Create New Party** to add party to the case.

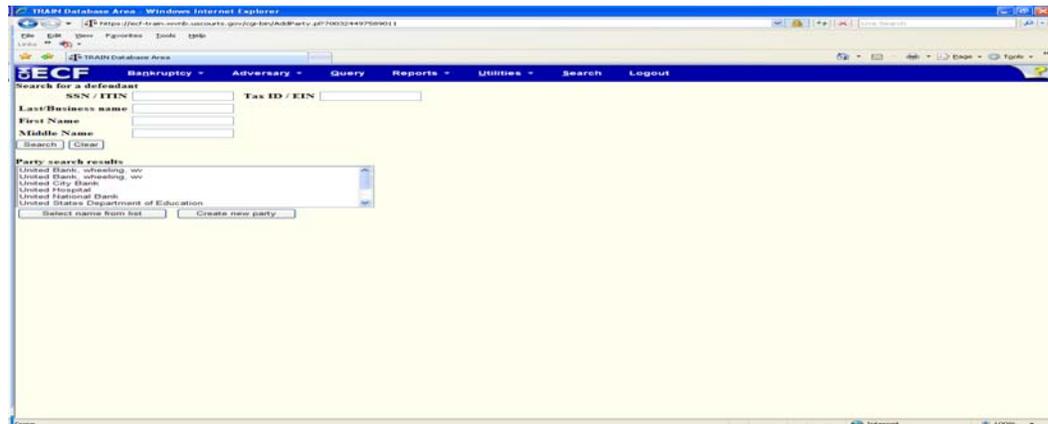


Figure 15

STEP 16 The **DEFENDANT INFORMATION** screen appears. (See Figure 16a.)

- ◆ Enter or verify the defendant's **Name**.
 - ◆ Enter or verify/modify address information.
- ◆ The **Party Text** field is used for further party description, such as A California Corporation or Executor for the Estate of.... This information will appear on the caption of the docket report immediately after the party's name.
- ◆ Click to expand **Role in Bankruptcy Case** and select the applicable role of the Defendant in the bankruptcy case. If the Defendant in this adversary proceeding is a creditor, you would select **Creditor**.
- ◆ Do not add the attorney for the Defendant. Counsel will be added if and when an answer is filed.
- ◆ Select **Alias** and **Corporate parent/affiliate** buttons if applicable. Please refer to Step 12.
- ◆ Select **Review** button to review aliases and/or corporate parents/affiliates added. Then select **Return to Party screen**.
- ◆ Select the **Submit** button to return to **Search for a defendant** to add additional defendants. (See Figure 16b.)
- ◆ Select **End defendant selection** when you are finished adding defendants.

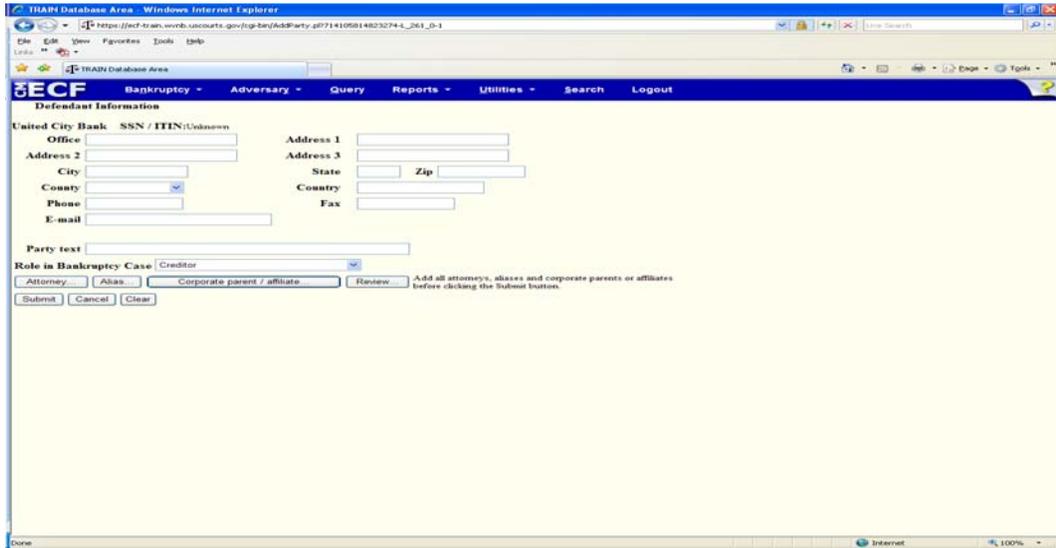


Figure 16a

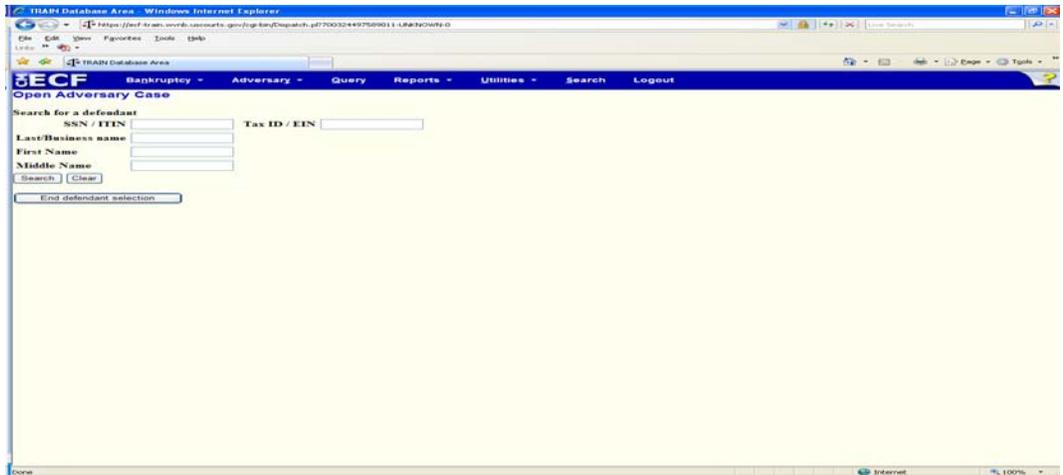


Figure 16b

STEP 17 The **ADVERSARY STATISTICAL** screen appears.
(See Figure 17a).

The screenshot shows a web browser window titled "TRAM Database Area - Windows Internet Explorer". The address bar shows a URL starting with "http://ecf-tram.uscourts.gov". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header features the ECF logo and navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Open Adversary Case" and contains the following form fields:

- Party code:** A dropdown menu with the selected value "3 U.S. not a Party".
- Rule 23 (class action):** A dropdown menu with the selected value "n".
- Jury demand:** A dropdown menu with the selected value "None".
- Demand (\$000):** An empty text input field.
- State law:** A dropdown menu with the selected value "n".
- Primary nature of suit:** A dropdown menu with the selected value "none".
- Second nature of suit:** A dropdown menu with the selected value "none".
- Third nature of suit:** A dropdown menu with the selected value "none".
- Fourth nature of suit:** A dropdown menu with the selected value "none".
- Fifth nature of suit:** A dropdown menu with the selected value "none".

At the bottom left of the form, there are two buttons: "Next" and "Clear".

Figure 17a

- ◆ Click the down arrow to reveal the list for **Party Code** options. Unless the US is a plaintiff or defendant in your case, accept the default **US not a Party**.
- ◆ Click the down arrow to reveal the list of **Rule 23 (Class Action)** options. The default is **n** for no. Change the default to **y** only if this is a Class Action suit.
- ◆ Click the down arrow to reveal the list of **Jury Demand** options. Those options are *Both*, *Defendant*, *None*, or *Plaintiff*. The default in the **Jury Demand** box is **None**. If you are requesting a jury trial in your attached complaint, so indicate in this field.
- ◆ **Demand:** If there is a dollar demand in the complaint, enter the amount in thousands to the nearest thousand. For example, if the Dollar Demand is \$4550, \$5,000, or \$5499, you would enter 5 for \$5000, leaving off the 000. Do not use dollar signs or commas.
- ◆ Click the down arrow to reveal the list for **State law** options and select accordingly. Those options are no, unknown and yes.
- ◆ Click the down arrow to reveal the list of **Primary Nature of Suit** options. Click to highlight the primary nature of suit that applies to the instant case. **(See Figure 17b.)**

NOTE: If there are multiple suites and one is a 727 Objection to Discharge, it is important to enter 41 as the primary Nature of Suite.

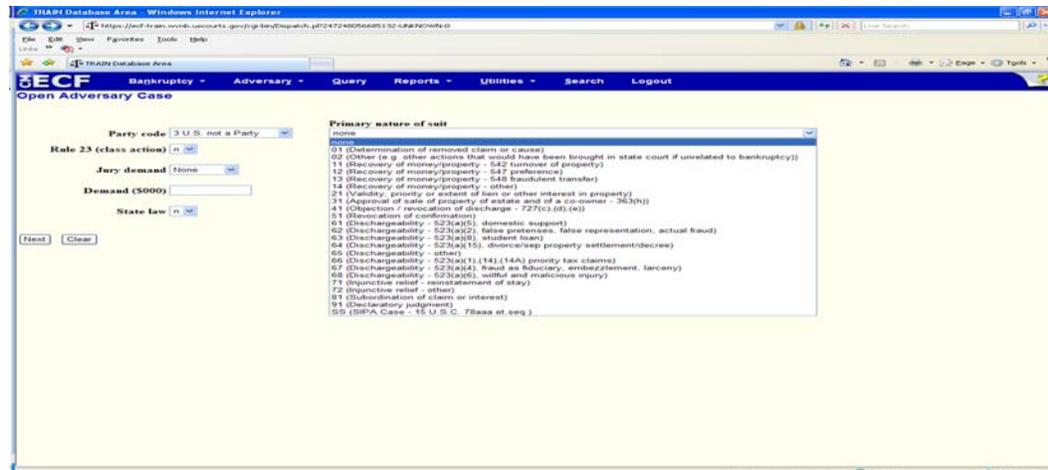


Figure 17b

- ◆ You have the opportunity to select up to five **Natures of Suit** on this screen.
- ◆ Click **[Next]** to continue.

STEP 18 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 18.)

- ◆ To associate the imaged document with this entry, select the PDF filename of the complaint you are filing.
 - Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files(*.*)** then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the File Upload dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
- ◆ Click **[Next]** to continue.

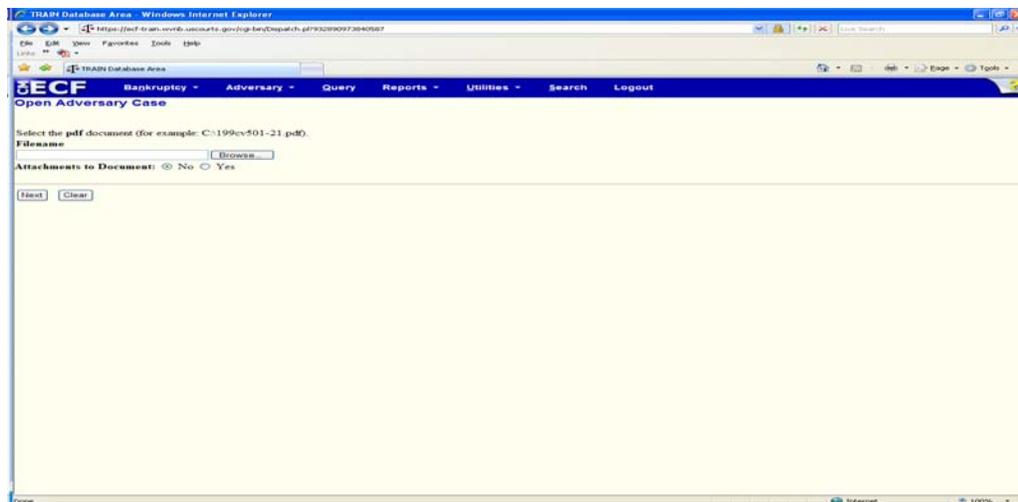


Figure 18

STEP 19 The **FILING FEE** screen will display. (See Figure 19.)

- ◆ Leave the **Receipt #** field blank if paying by credit card. If the plaintiff is a chapter 7 or 13 debtor or the plaintiff is the United States, enter **N/A** in the **Receipt #** field.
- ◆ The Fee Amount defaults to the amount of the complaint filing fee.
- ◆ Click **[Next]** to continue.

TRAM Database Area - Windows Internet Explorer

https://ecf-tram.worldcourts.gov/cgi-bin/Dispatch.pl?44031361934995

TRAM Database Area

ECF Bankruptcy - Adversary - Query Reports - Utilities - Search Logout

Open Adversary Case

Do not enter a receipt number below if you will be paying via the Internet!

Please Enter! Leave Receipt Number blank if paying by Credit Card or N/A if you are Fee Exempt or O for Other Payment. (Prior Approval Required)

Receipt #: Fee: \$250

Figure 19

STEP 20 The **Docket Text: Modify as Appropriate** screen displays. (See Figure 20.)

- ◆ Click the down arrow to display the prefix options. Select a descriptive prefix, if it is appropriate.
- ◆ If necessary, add detail to the final text.
- ◆ Click **[Next]**.

TRAM Database Area - Windows Internet Explorer

https://ecf-tram.worldcourts.gov/cgi-bin/Dispatch.pl?108625200768038

TRAM Database Area

ECF Bankruptcy - Adversary - Query Reports - Utilities - Search Logout

Open Adversary Case

Docket Text: Modify as Appropriate.

Complaint by Jennifer L. Smith against United City Bank. Receipt Number N/A, Fee Amount \$250.

Nature of Suit: (65 (Dischargeability - other)) (WVNB, Attorney20)

Figure 20

- STEP 21** The **FINAL DOCKET TEXT** screen displays. (See Figure 21.)
- ◆ Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
 - ◆ If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: When an adversary case is opened, the complaint information is spread over to the main bankruptcy case.

When the judgment is rendered, the ruling will also spread over to the main bankruptcy case.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Adversary** hyperlink on the **Menu Bar**.

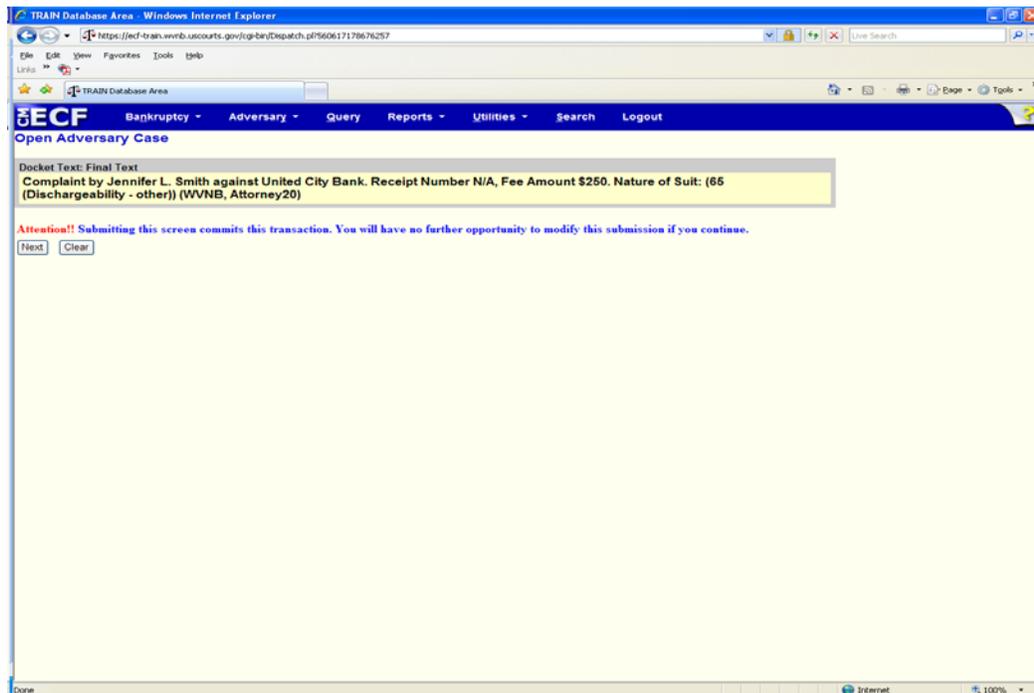


Figure 21

STEP 22 The **NOTICE OF ELECTRONIC FILING** screen appears. (See **Figure 22.**)

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- ◆ The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image. **The case number of both this adversary and the lead bankruptcy case appear.** This indicates that this complaint entry has spread to the bankruptcy case and will be available to anyone reviewing the Bankruptcy Docket report. The hyperlink to the imaged PDF complaint is also accessible from the bankruptcy case.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice.
- ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

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

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

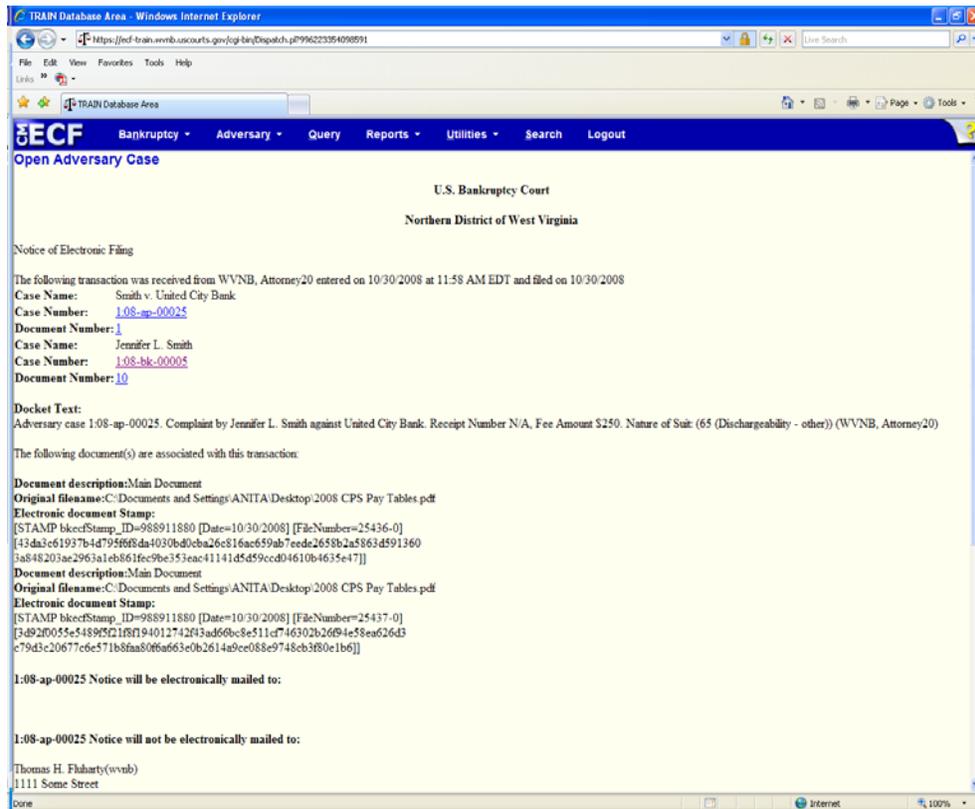


Figure 22

Answer to Complaint

This process shows the steps and screens required for an attorney to electronically file the answer to a complaint in an adversary case.

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



Figure 1

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

◆ Click on the Answers hyperlink.

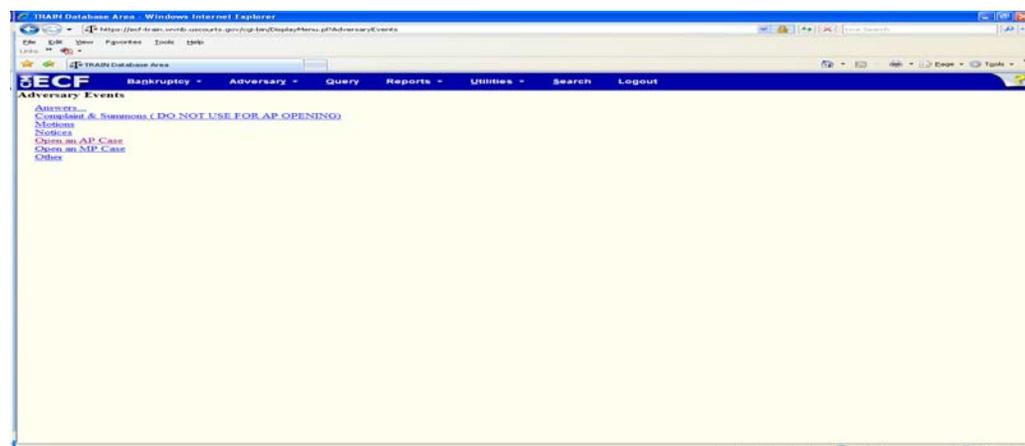


Figure 2

STEP 3 The next screen lists two menu selections for Answers.
(See Figure 3.)

Motions/Applications, refers to documents filed in response to a motion or application, such as an objection, reply or response.

Complaint, 3rd, cross, counter refers to documents which are answers to a complaint, third-party complaint, cross-claim, or counterclaim.

- ◆ We are docketing the answer to the original complaint, so click on Complaint, 3rd, cross, counter.

NOTE: Third-party complaint, cross-claim, and counterclaims are covered later in Step 10.

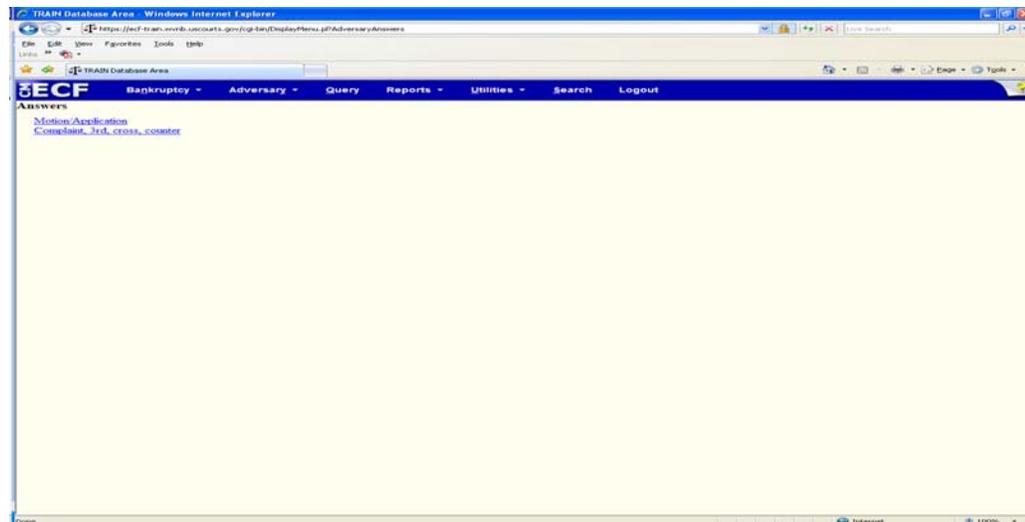


Figure 3

STEP 4 The **CASE NUMBER** screen displays (See Figure 4). The system will display the number of the last case you accessed in this session.

- ◆ If this is **not** the case in which you are filing an answer, delete this case number and enter the correct case number.
- ◆ Click **[Next]** to continue.

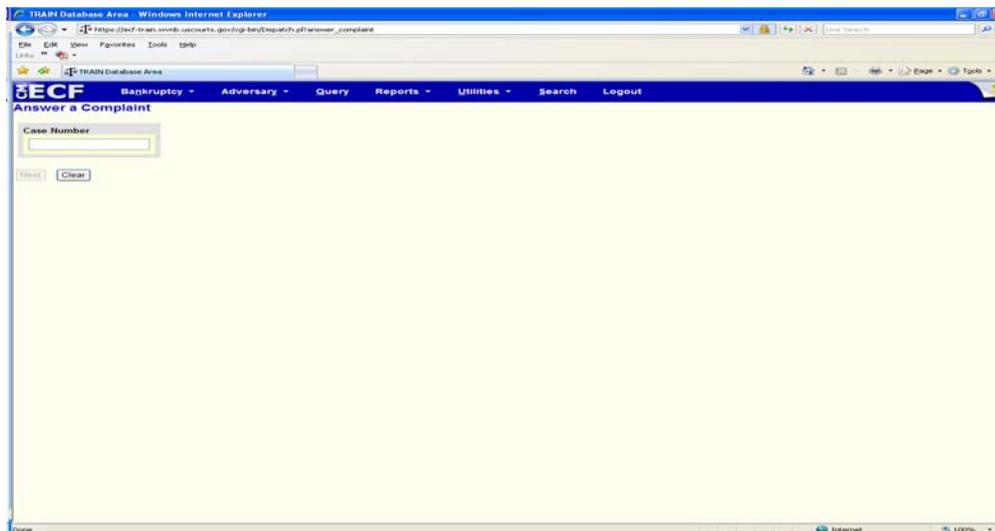


Figure 4

STEP 5 This screen may appear if there is more than one case matching the number entered. (See Figure 5.)

- ◆ Select the appropriate case.
- ◆ Click **[Next]** to continue.

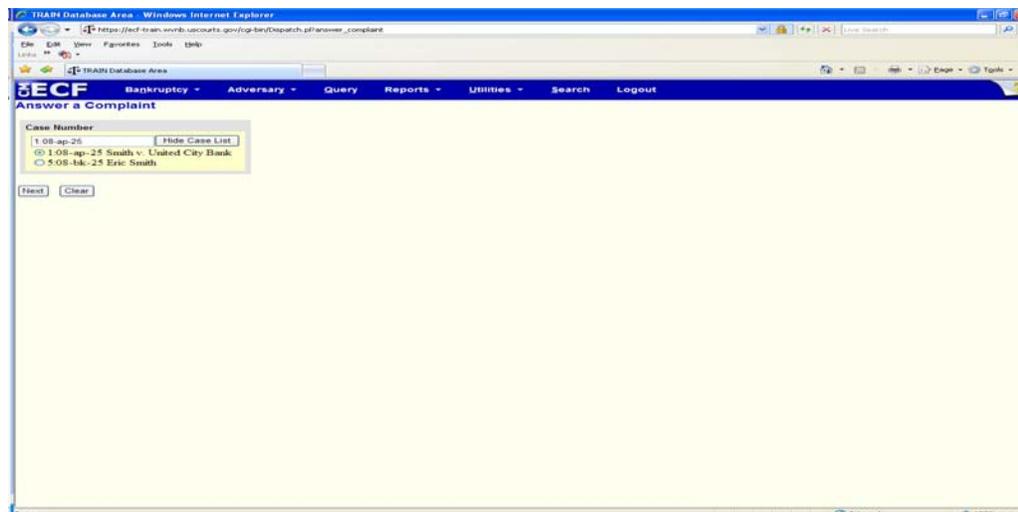


Figure 5

STEP 6 The **Joint Filing** screen appears. (See Figure 6.)

- ◆ If you are filing this answer jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If this is **not** a joint filing, no further action is necessary.
- ◆ Click **[Next]** to continue.

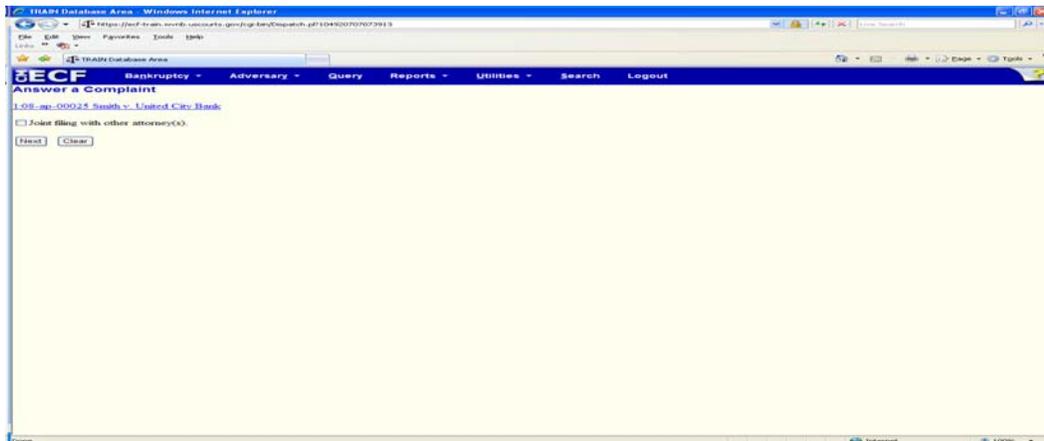


Figure 6

STEP 7 The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 7.)

- ◆ Click on the defendant(s) for whom this answer is being filed, then click **[Next]**.



Figure 7

- STEP 8** The **PARTY/ATTORNEY ASSOCIATION** screen displays. (See Figure 8.)
- ◆ Although you have selected the party whom you are representing, the system doesn't automatically make that association. Therefore, you must click in the check box to create this link.
 - ◆ Click **[Next]** to continue.

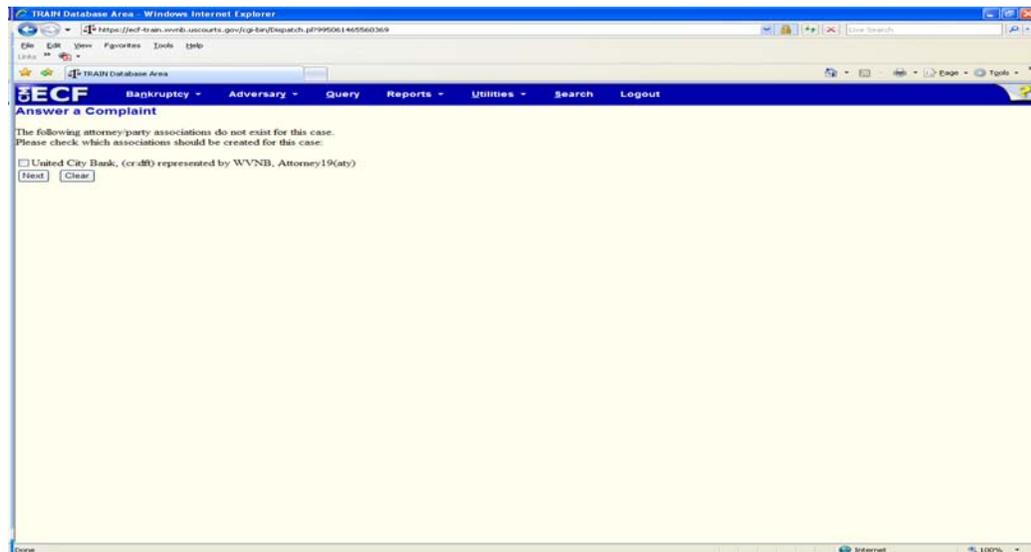


Figure 8

- STEP 9** The Complaint screen displays next. (See Figure 9.)
- ◆ This screen shows the complaint (and possibly other related events) in the case. It allows you to link the answer to the complaint. Click in the check box to link the appropriate complaint.
 - ◆ Click **[Next]** to continue.

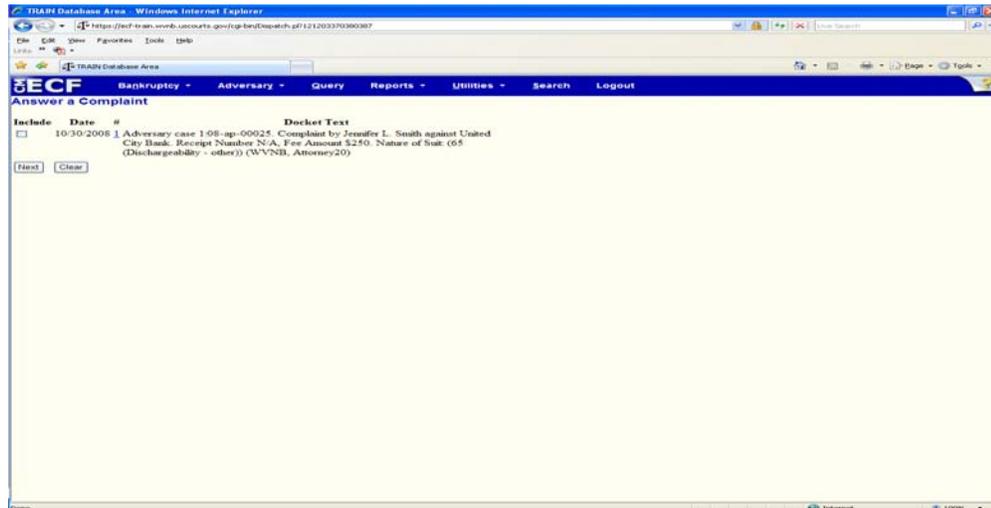


Figure 9

STEP 10 The **PDF DOCUMENT** screen will then be presented.
(See Figure 10.)

- ◆ To associate the imaged document with this entry:
 - Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (*.*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
 - The system will enter the path and name of the PDF document selected into the Filename field.
 - Click **[Next]** to continue.

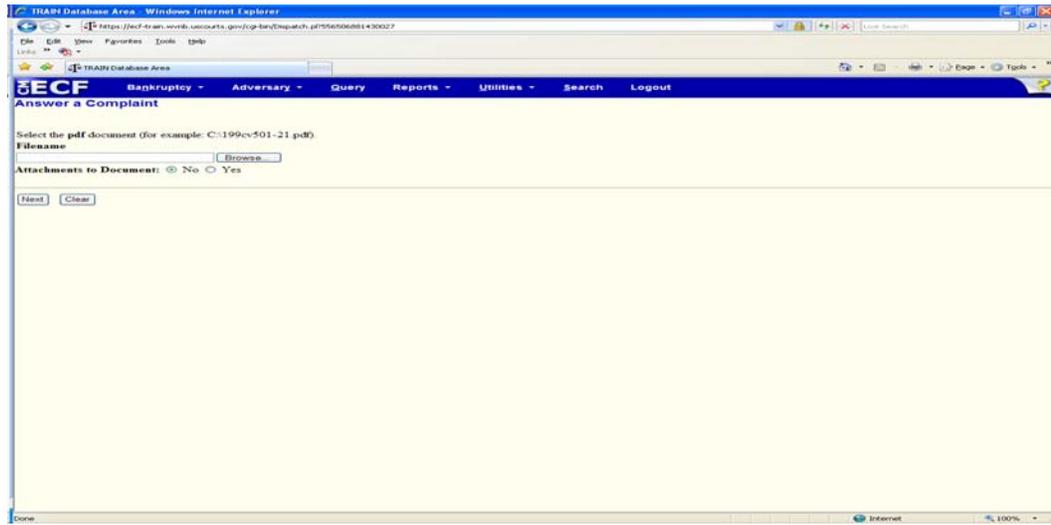


Figure 10

STEP 11 See Figure 11.

- ◆ **With Certificate of Service?** Enter **y** or **n**.
- ◆ Click **[Next]** to continue.

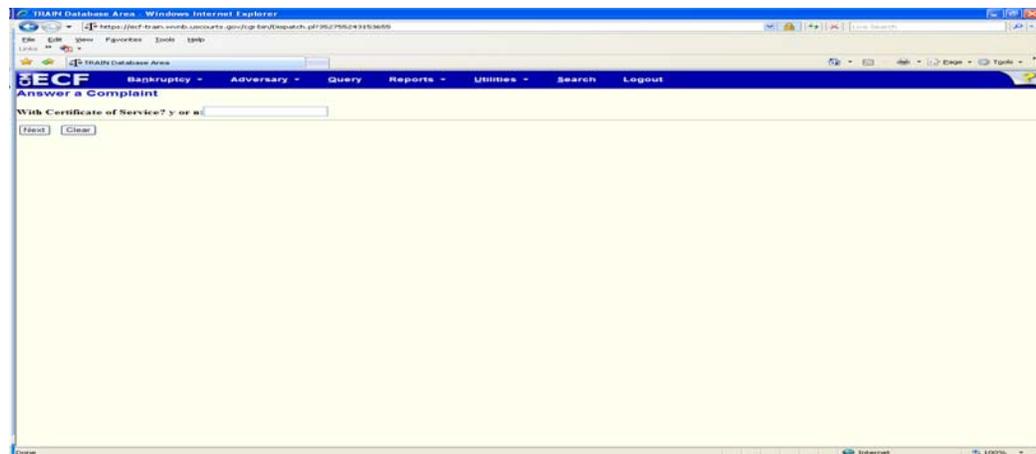


Figure 11

STEP 12 The next screen provides secondary complaints to be addressed. (See Figure 12.) This screen provides the option of combining the answer with another claim.

- ◆ Indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim by checking the appropriate box(es), then click **[Next]** to continue.
- ◆ If this answer contains no other claims, leave the check boxes unchecked and click **[Next]** to continue.

NOTE: If you check one of the check boxes, the system will lead you through entering the information regarding the new claimant.

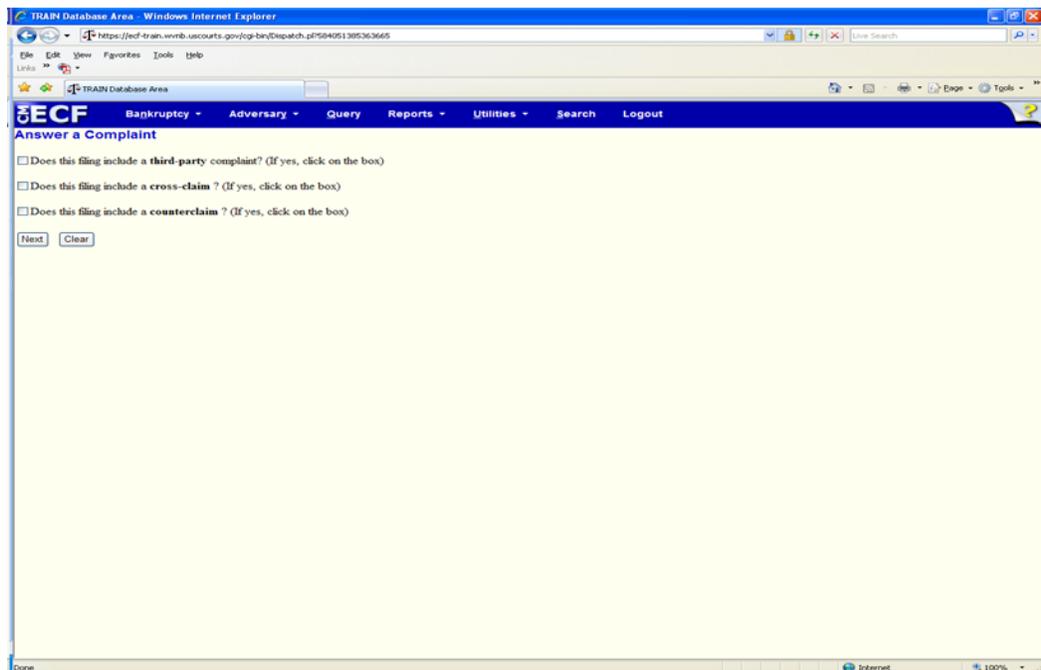


Figure 12

- STEP 13** The **FINAL TEXT EDITING** screen displays. (See Figure 13.)
- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
 - ◆ To abort or restart the transaction, click on the Adversary hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
 - ◆ If appropriate, select a prefix from the drop-down box and/or add text to the entry. Any text added here will appear in italics on the docket sheet.
 - ◆ When the docket text is correct, click **[Next]** to continue.

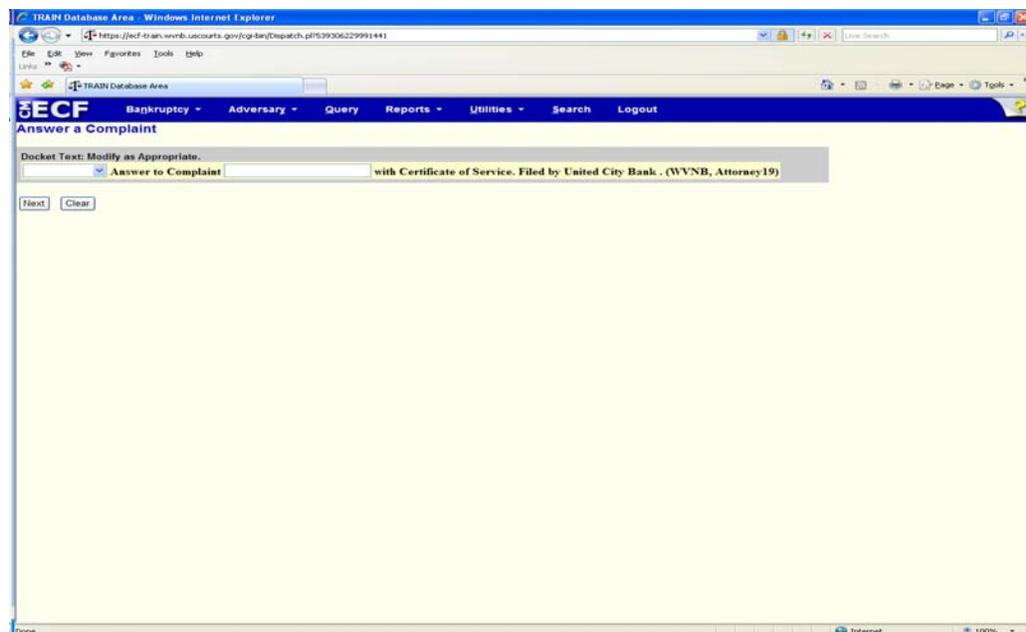


Figure 13

- STEP 14** The **FINAL DOCKET TEXT** screen displays. (See Figure 14.)

- ◆ Read the **Attention!!** message.
- ◆ If you are ready to submit this transaction click **[Next]**.



Figure 14

STEP 15 The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 15.)

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the answer has been submitted by the defendant(s).
- ◆ Clicking on the case number hyperlink, [1:02-ap-1004](#) (the case number may also appear as YY-NNNN as in [02-1004](#)) will display the PACER login screen. After logging into PACER, the docket report screen will appear.
- ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.

- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

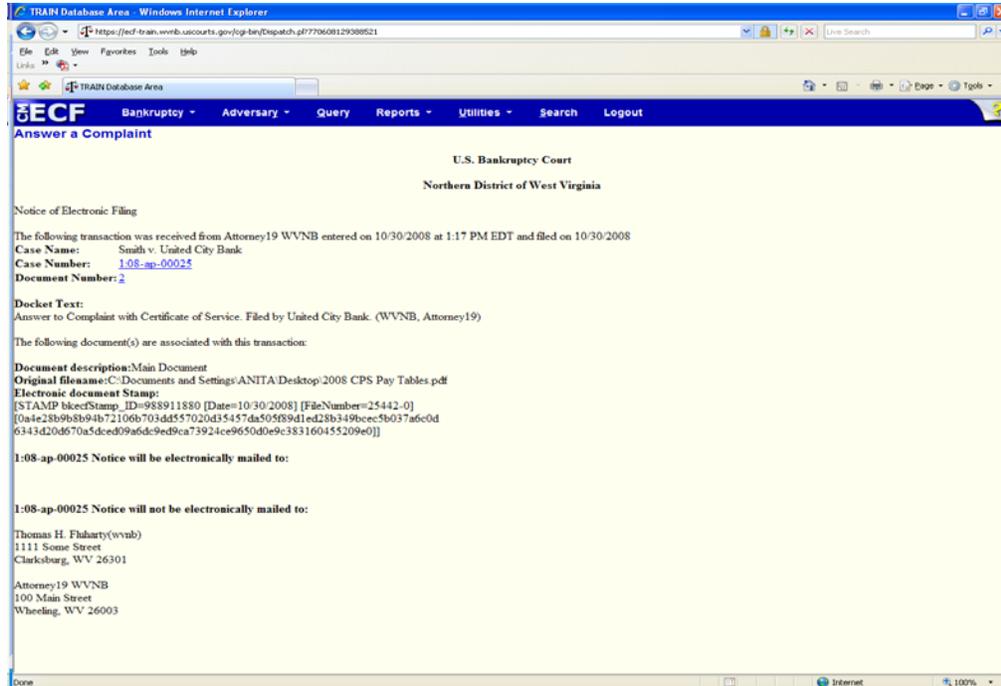


Figure 15

SUMMONS SERVICE EXECUTED

This process shows the steps and screens required for an attorney to electronically file the summons evidencing service upon the defendant(s) in an adversary proceeding. Said summons was previously issued by the Bankruptcy Court and returned to you as counsel for the plaintiff(s) for service upon the defendant(s) along with the complaint.

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



Figure 1

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

- ◆ Click the Complaint & Summons hyperlink.

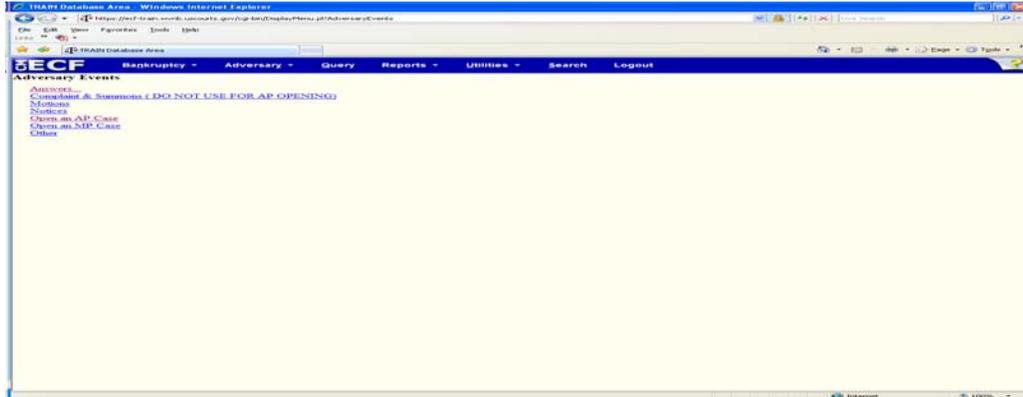


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3a.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

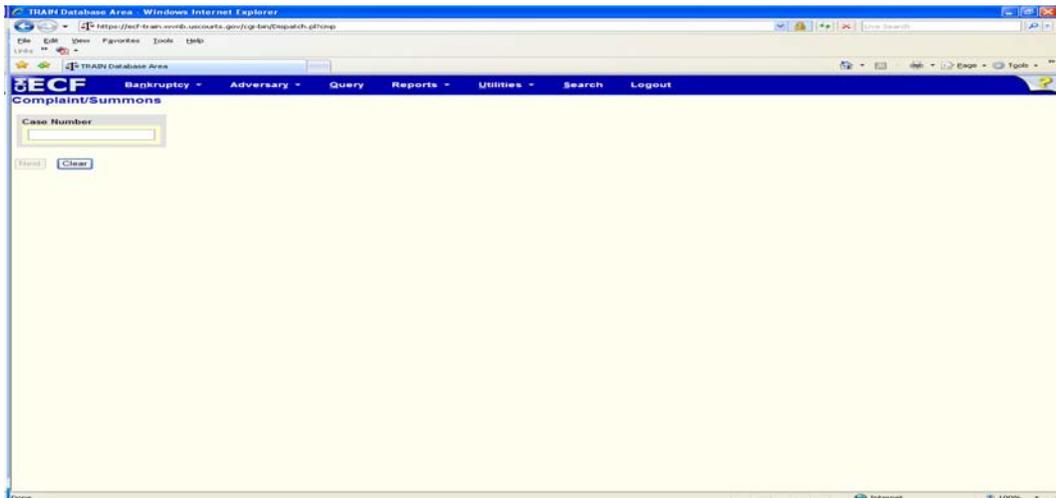


Figure 3

STEP 4 This screen may appear if there is more than one case that matches the number entered. (See Figure 4.)

- ◆ Select the appropriate case.
- ◆ Click **[Next]** to continue.



Figure 4

STEP 5 The **DOCUMENT TYPE SELECTION** screen displays. (See Figure 5.)

- ◆ Verify case number and case name.
- ◆ Select Summons Service Executed.
- ◆ Click **[Next]** to continue.

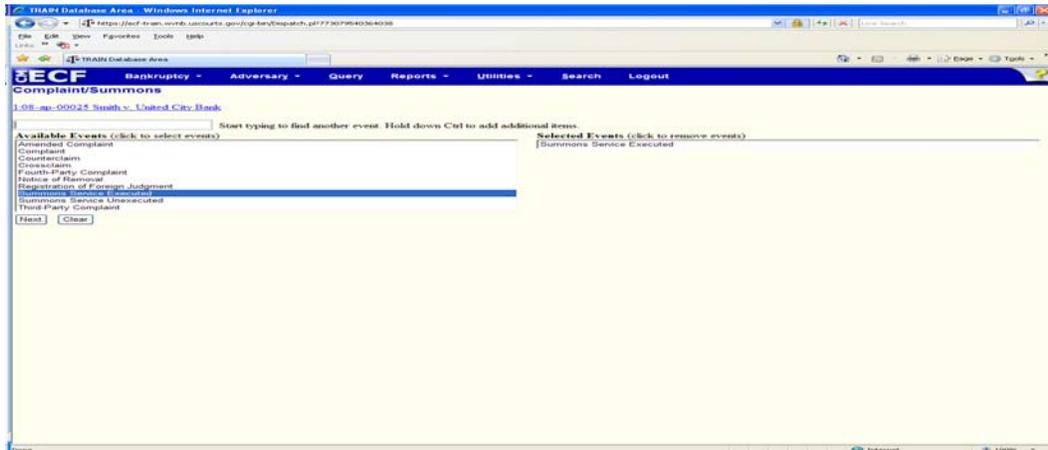


Figure 5

STEP 6 The pdf **SELECTION** screen displays. (See Figure 6.)

- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(*.*)**.

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

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

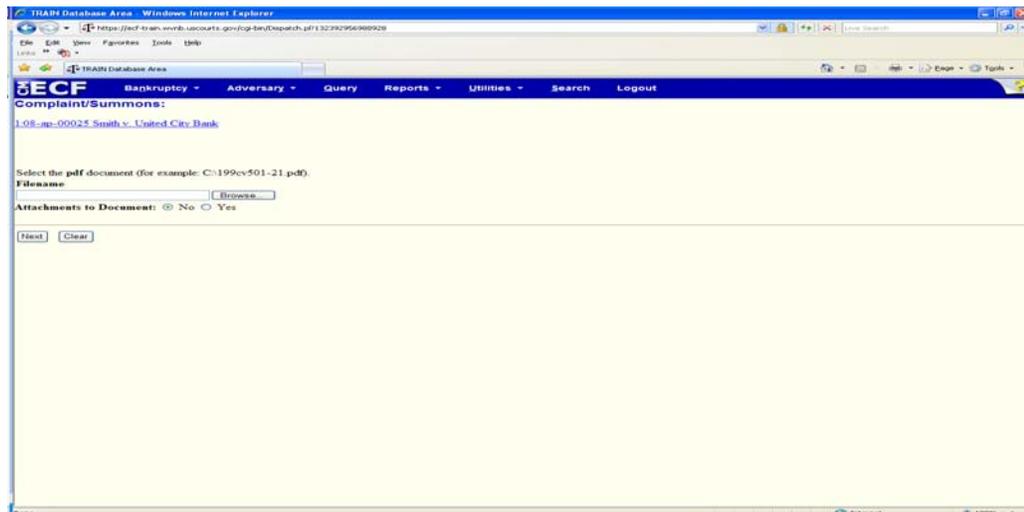


Figure 6

- STEP 7** The **SELECT THE PARTY SERVED** screen appears. (See Figure 7.)
- ◆ Select the defendant(s) who were served with the summons and complaint.
 - ◆ Click **[Next]** to continue.

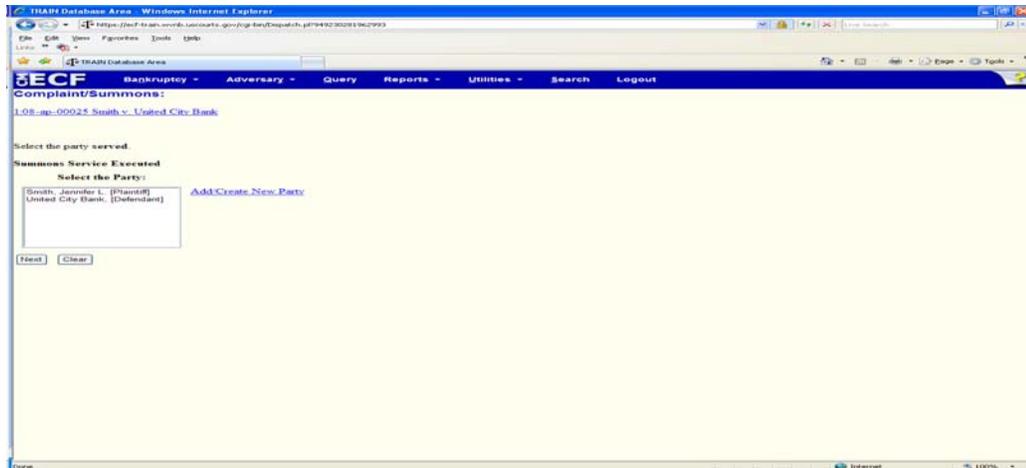


Figure 7

- STEP 8** The **Enter Date Served** screen appears. (See Figure 8.)
- ◆ Enter the date the defendant(s) were served with the summons and complaint.
- NOTE:** Please note that the date defaults to the present date.
- ◆ Click **[Next]** to continue.

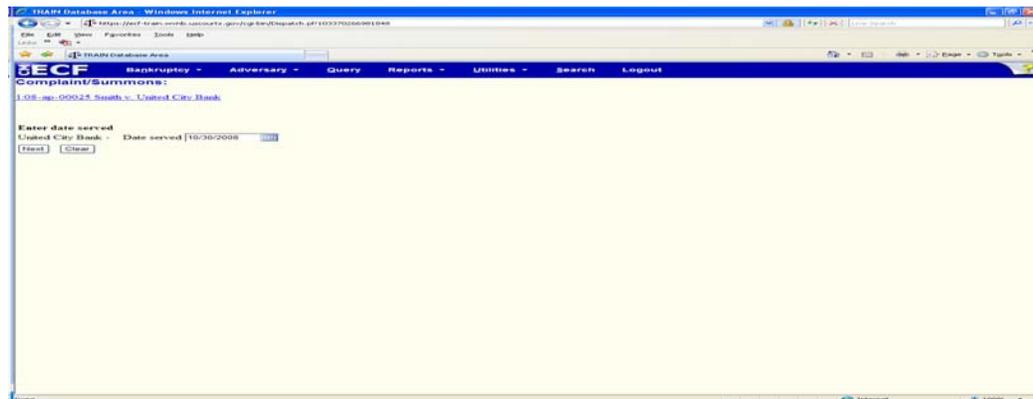


Figure 8

STEP 9 The **Docket Text: Modify as Appropriate** screen displays. (See Figure 9.)

- ◆ Verify the accuracy of the Docket Text.
- ◆ You may enter additional text in the white box if necessary and/or select appropriate text from the blue drop-down menu. It should not be necessary to expand on this docket entry though.
- ◆ Click **[Next]** to continue.

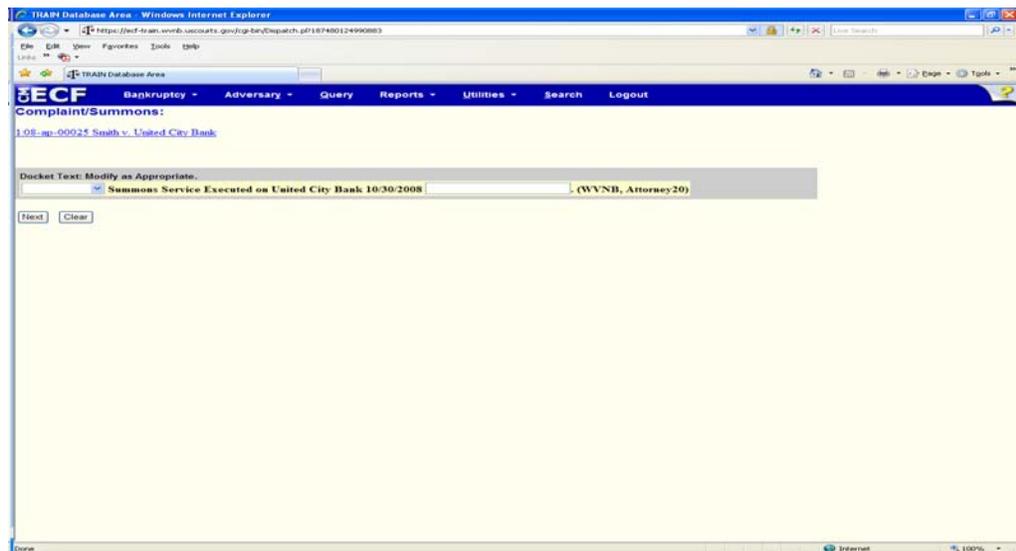


Figure 9

- STEP 10** The **Final Approval** screen displays. **(See Figure 10.)**
- ◆ Verify the Final Docket Text. Read the warning message.
 - ◆ If the Final Docket Text is **correct**:
 - ◆ Click **[Next]** to continue and officially submit the document.
 - ◆ If the Final Docket Text is **incorrect**:
 - ◆ Click the browser **[Back]** button to find the error(s) and then proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

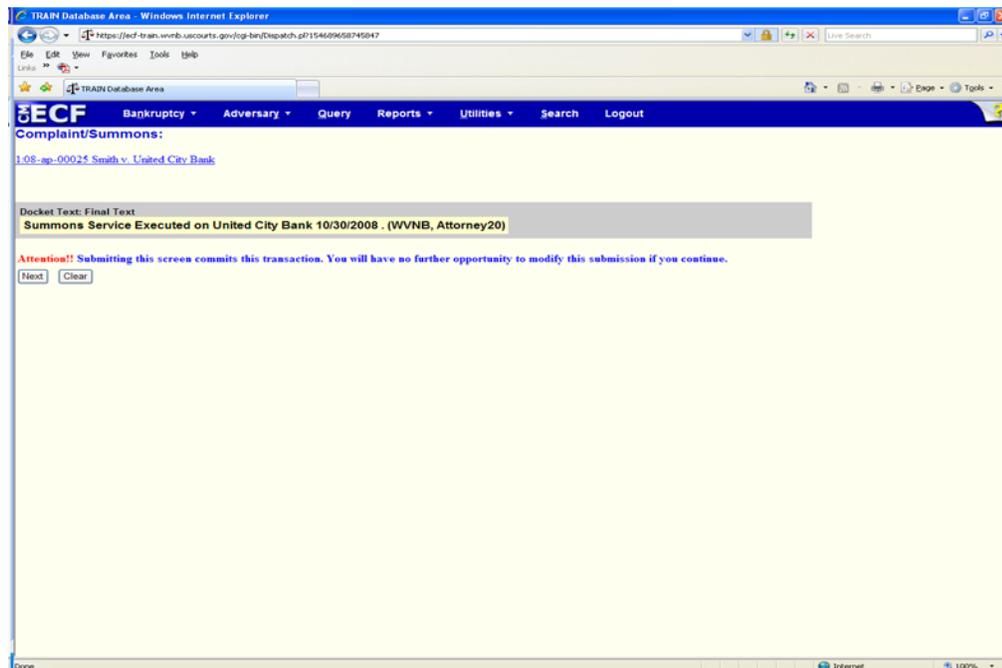


Figure 10

- STEP 11** The **NOTICE OF ELECTRONIC FILING** screen appears. (See **Figure 11.**)
- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
 - ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
 - ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
 - ◆ To print a copy of this notice click the browser **[Print]** icon.
 - ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
 - ◆ You may also save the notice through the browser **File/Save** option.

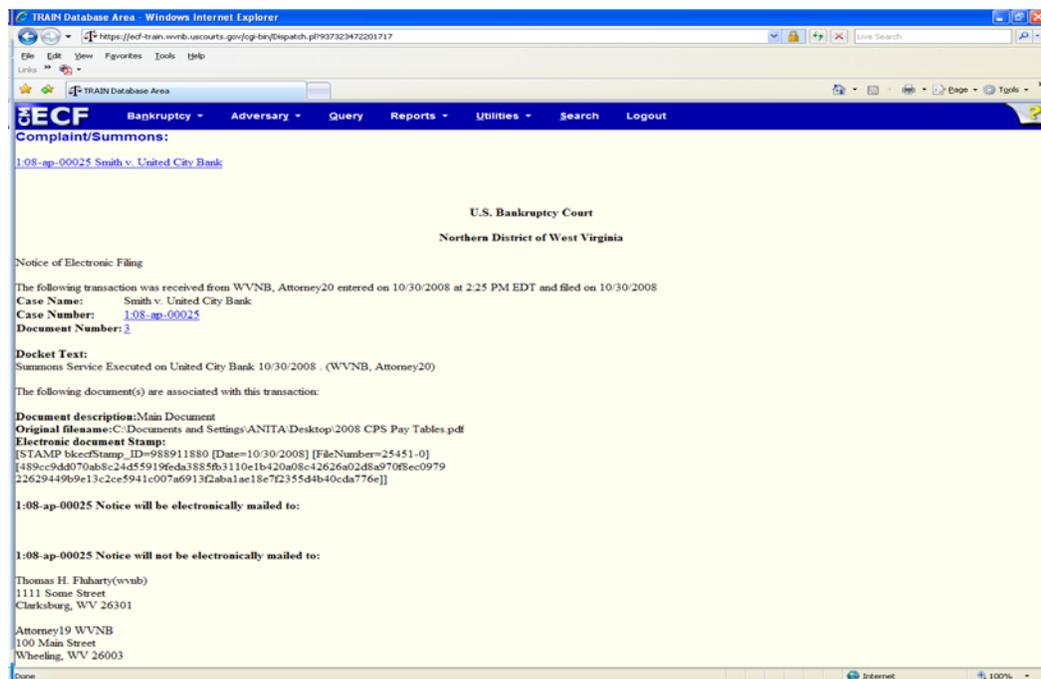


Figure 11

Amended Complaint

This process shows the steps and screens required for an attorney to electronically file an amended complaint in an adversary case.

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



Figure 1

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

◆ Click on the Other hyperlink.



Figure 2

- STEP 3** The **CASE NUMBER** screen displays (See Figure 3). The system will display the number of the last case you accessed in this session.
- ◆ If this is **not** the case in which you are filing the amended complaint, delete this case number and enter the correct case number.
 - ◆ Click **[Next]** to continue.

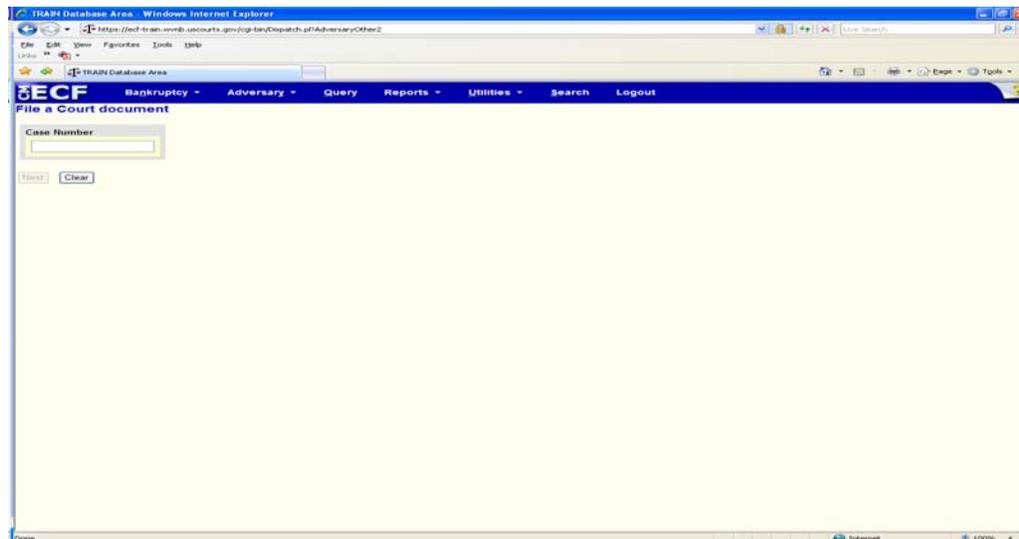


Figure 3

- STEP 4** This screen may appear if there is more than one case matching the number entered. (See Figure 4.)
- ◆ Select the appropriate case.
 - ◆ Click **[Next]** to continue.

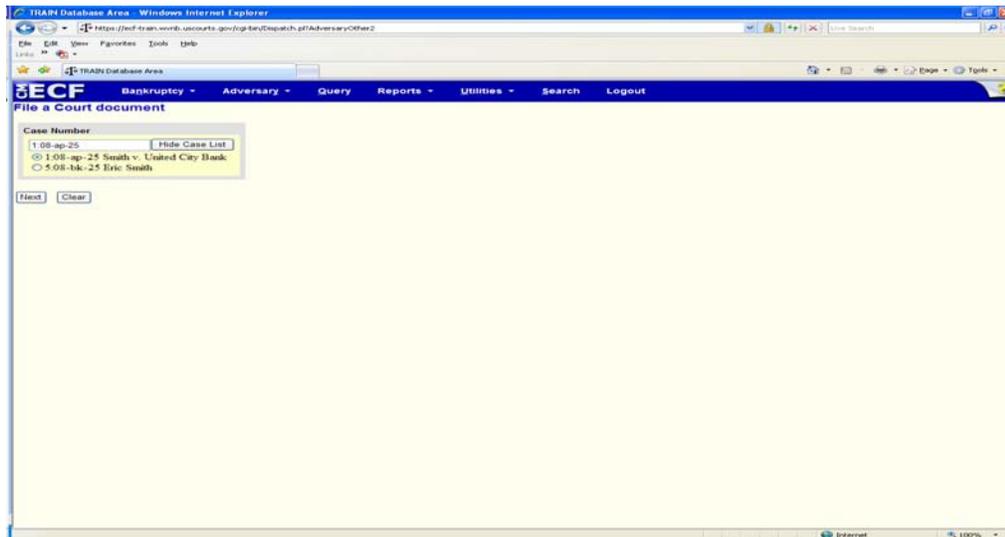


Figure 4

STEP 5 The Available Events screen displays. (See Figure 5.)

- ◆ Select Amended Document.
- ◆ Click **[Next]** to continue.

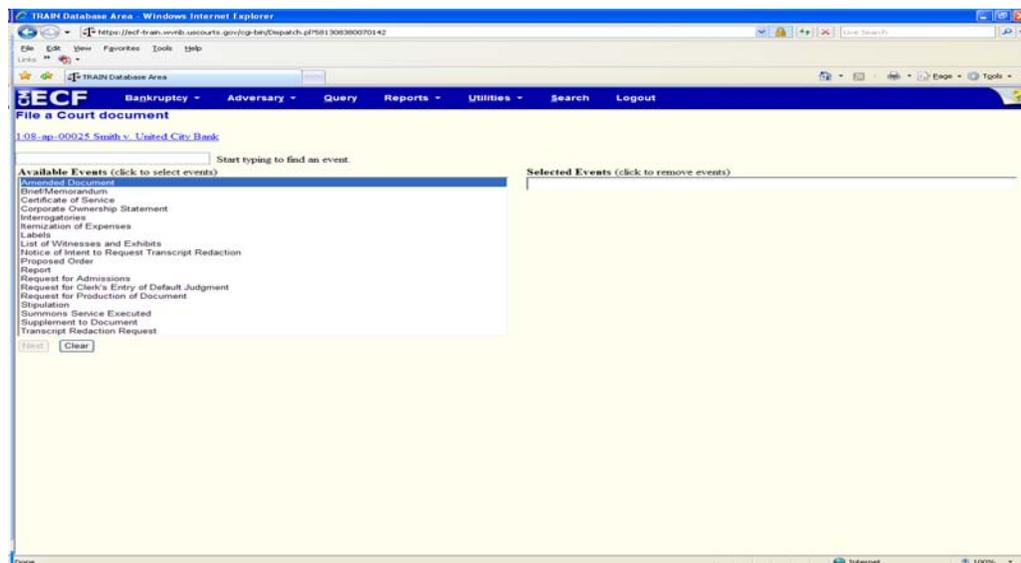


Figure 5

STEP 6 The Joint Filing screen appears. (See Figure 6.)

- ◆ If you are filing this pleading jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If this is **not** a joint filing, no further action is necessary.
- ◆ Click **[Next]** to continue.

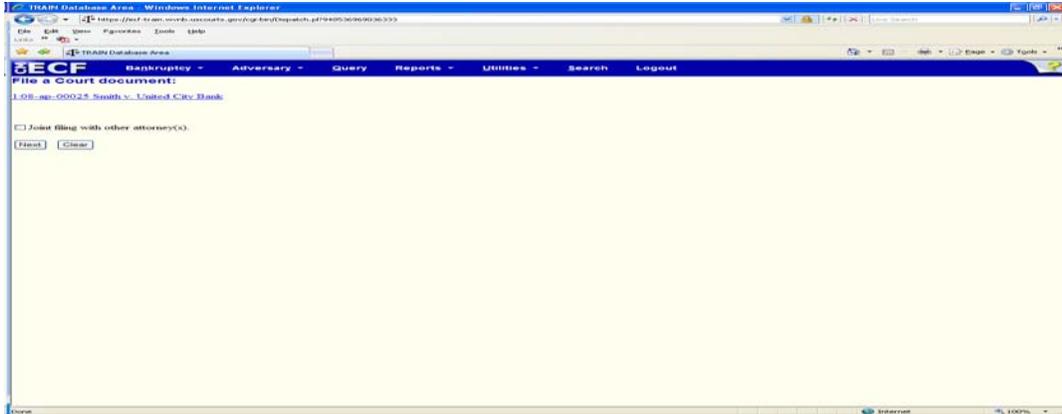


Figure 6

STEP 7 The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 7.)

- ◆ Click on the plaintiff(s) filing the amended complaint.
- ◆ Click **[Next]** to continue.

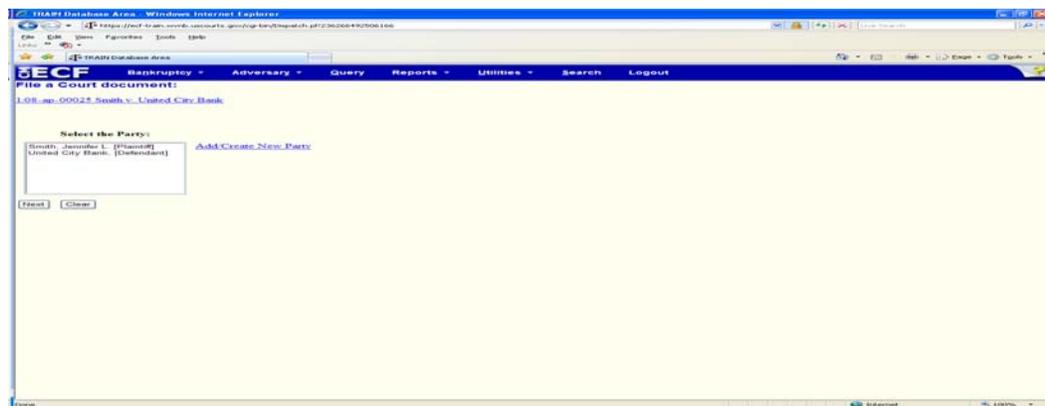


Figure 7

STEP 8 The **PDF DOCUMENT** screen will then be presented.

(See Figure 8.)

- ◆ To associate the imaged document with this entry:
 - Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (*.*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
 - The system will enter the path and name of the PDF document selected into the Filename field.
 - Click **[Next]**.

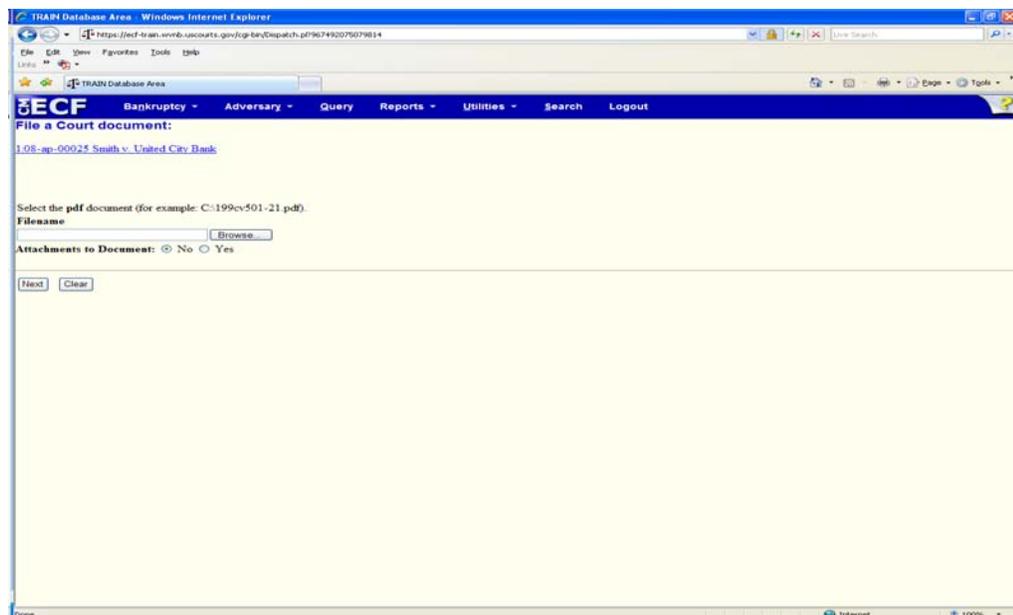


Figure 8

STEP 9 The **Refer to Existing Event(s)?** screen appears. (See Figure 9.) This screen reminds you to relate the amended complaint to the original complaint.

- ◆ Click in *Refer to existing event(s)?*
- ◆ Click **[Next]** to continue.

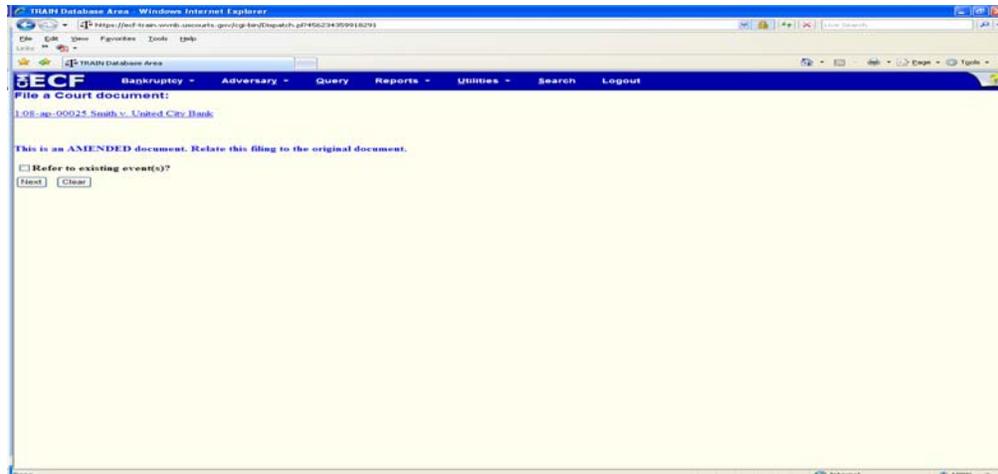


Figure 9

STEP 10 The **Select the Category to Which Your Event Relates** screen appears. (See Figure 10.)

- ◆ Select **cmp**.
- ◆ Click **[Next]** to continue.

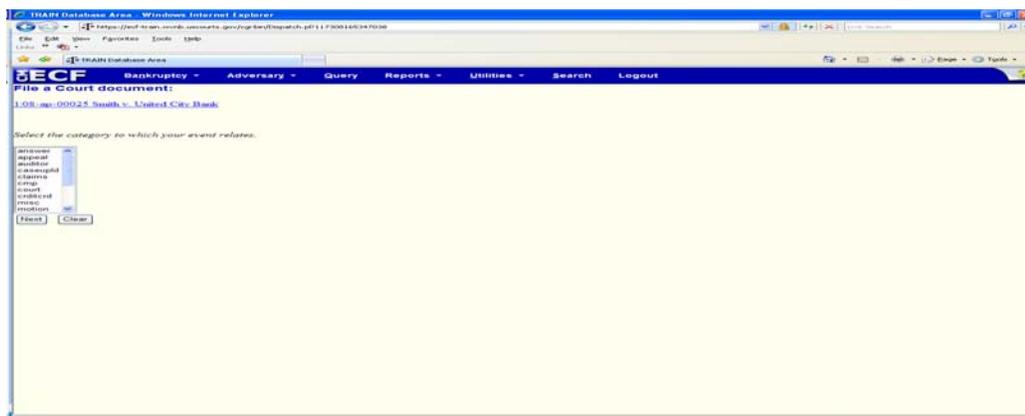
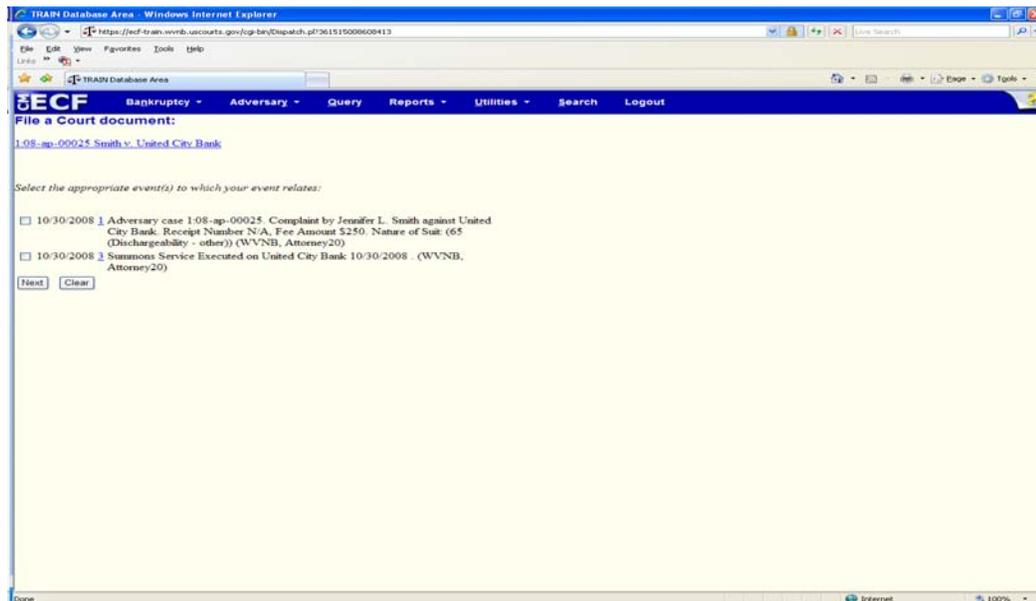


Figure 10

STEP 11 The **Select the Appropriate Event(s) to Which Your Event Relates** screen appears. (See Figure 11.)

- ◆ Select the complaint to link the amended complaint.
- ◆ Click **[Next]** to continue.

**Figure 11**

STEP 12 The **FINAL TEXT EDITING** screen displays. (See Figure 12.)

- ◆ Insert in docket text **Complaint**.
- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
- ◆ To abort or restart the transaction, click on the Adversary hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ When the docket text is correct, click **[Next]** to continue.

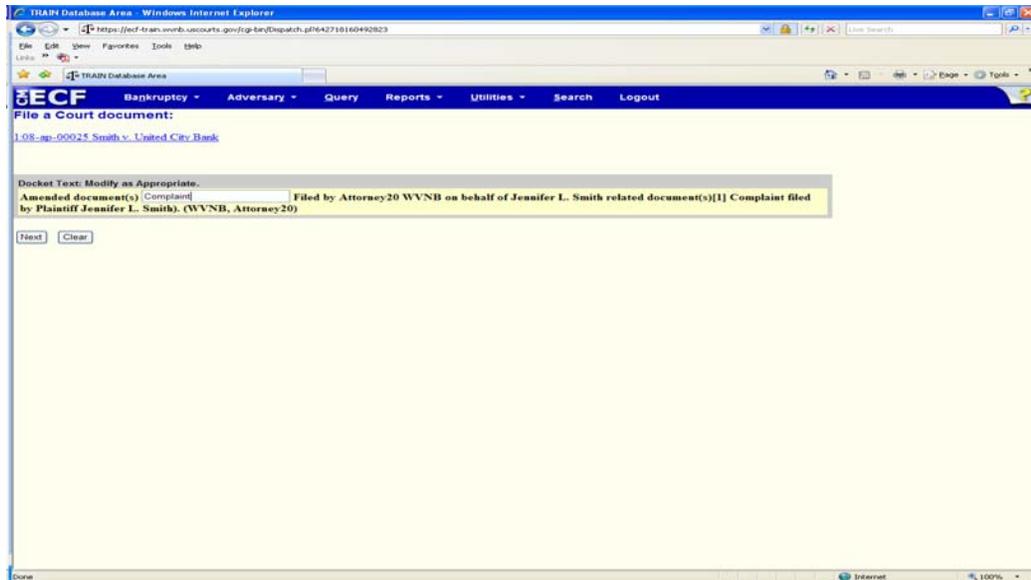


Figure 12

STEP 13 The **FINAL DOCKET TEXT** screen displays. (See Figure 13.)

- ◆ Read the **Attention!!** message.
- ◆ If you are ready to submit this transaction click **[Next]**.

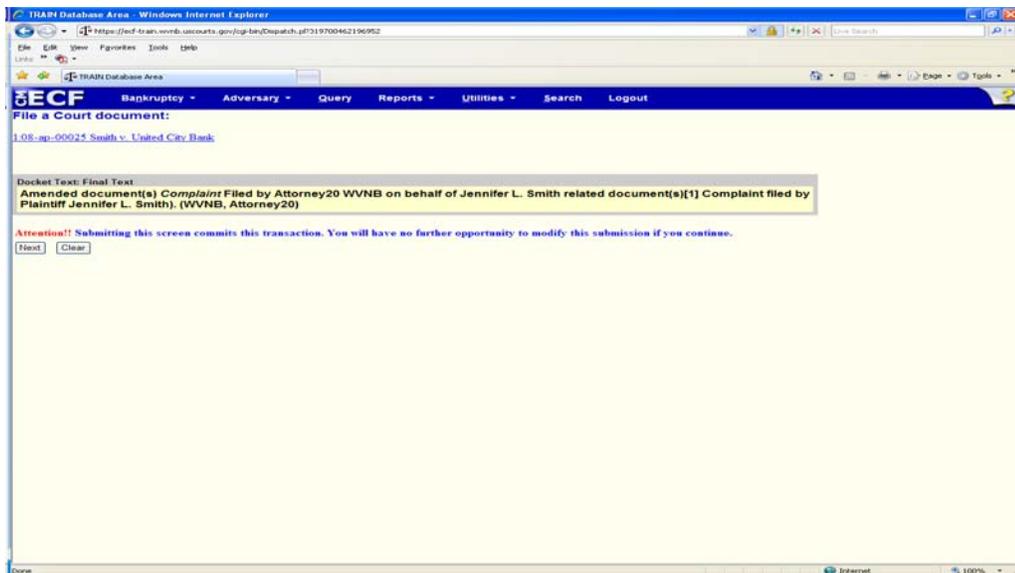


Figure 13

- STEP 14** The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 14.)
- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
 - ◆ Clicking on the case number hyperlink will display the PACER login screen. After logging into PACER, the docket report screen will appear.
 - ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
 - ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
 - ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

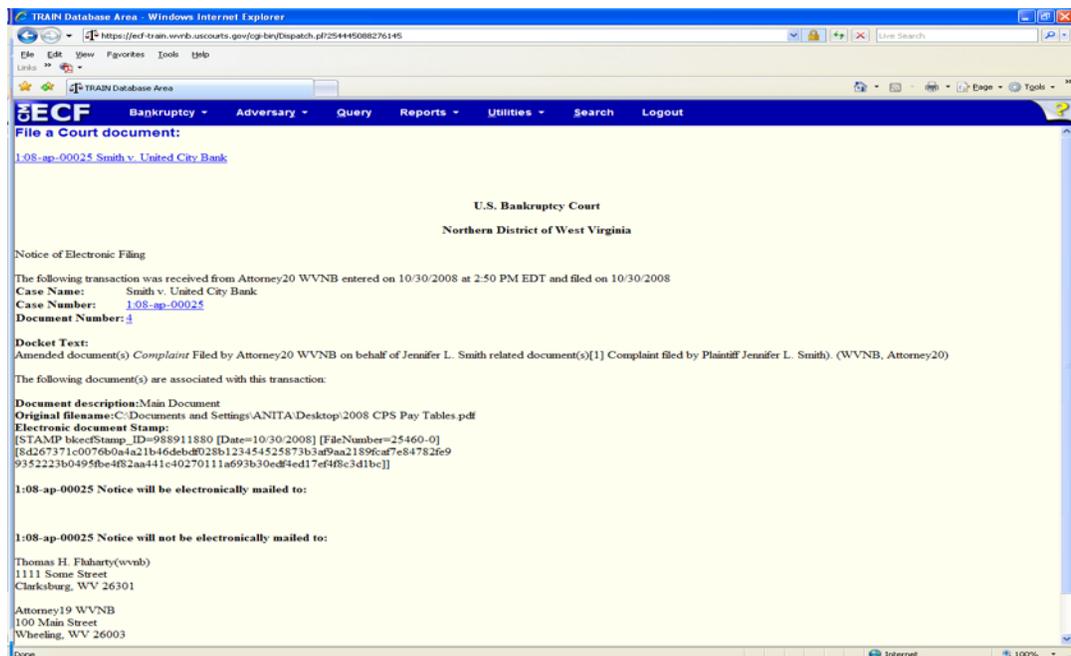


Figure 14

Glossary

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. Proposed orders can be attachments to motions and applications.

Automatic E-mail Notification

A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse

A Windows operation of navigating through directories via a mouse to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Internet Explorer and Mozilla (Firefox) are the two most popular WEB browsers. Firefox 2.0 and Internet Explorer 6.0 and 7.0 are the only browsers tested for CM/ECF.

Category

In CM/ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

CBT

A CBT (computer-based training) is an on-line learning application accessed over a local area network (LAN) or from a CD. When a CBT is accessed over the Web, it is referred to as web-based training or a WBT.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can chose one or more items from a list.

CM/ECF

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

Default

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

Drop Down Box

A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection.

Hypertext (HTML) Link

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

MR

An MR, or software modification request, is the formal method used in the courts by users to ask for changes in the program. Changes can be either enhancements or the discovery of a functional program error.

Notice of Bankruptcy Case Filing

A CM/ECF document that is generated at case opening with all the substantive information of the case. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney both the date and the time of filing appear. This official document can be used to enforce collection and foreclosure activities of creditors.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies filing of all documents and claims with the U.S. Bankruptcy Court. All parties requesting electronic notification can be sent this certification via electronic mail.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. Each document is secured with a unique encrypted key. All documents in CM/ECF must be in "PDF" format with the exception of the creditor list (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 you can chose only one item.

URL

URL is short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address.

The URLs for West Virginia Northern Bankruptcy Court systems are:
Live database: **<http://ecf.wvnb.uscourts.gov>**

Training Database: **<http://ecf-train.wvnb.uscourts.gov>**

Attorney Event List

BANKRUPTCY EVENTS

Answer/Response...

- Reference an Existing motion/application

 - Answer to Interrogatories

 - Objection

 - Reply

 - Response

- Other Answers

 - Involuntary Answer (for Attorney Invol Summ Srvc Exec)

 - Involuntary Answer (for Court Invol Summ Srvc Exec)

Appeal

- Abstract of Judgment

- Addendum to Record on Appeal

- Appellant Designation

- Appellee Designation

- Cross Appeal

- Election to Appeal

- Joint Certification to Court of Appeals

- Notice of Appeal

- Notice of Docketing Record on Appeal

- Notice of Referral of Appeal to BAP

- Objection to Referral to BAP

- Request for Certification of Cross Appeal

- Request for Certification of Direct Appeal

- Statement of Issues on Appeal

Transmittal Memorandum (BAP)
Transmittal of Record on Appeal
Transmittal of Record for Preliminary Hearing

Claim Actions

Assignment of Claim
Claims Upload
Expungement /Withdrawal of Claim
Notice of Appearance and Request for Notice
Objection to Claim
Objection to Transfer of Claim
Reaffirmation Agreement
Reaffirmation Agreement (pro se)
Redemption Agreement
Response
Transfer of Claim

Creditor Maintenance

Enter individual creditors
Upload a creditor matrix file

Judge/Trustee Assignment

File Claims

Motions/Applications

Abandon
Access to Tax Documents
Accounting
Add Party
Adequate Protection
Administrative Expenses
Allow Claims
Allow Direct Plan Payments
Amend
Amended Application

Amended Motion
Appear pro hac vice
Appoint Creditors' Committee
Appoint Trustee
Appointment of Consumer Privacy Ombudsman
Approve Settlement
Assume Lease or Executory Contract
Avoid Judicial Lien
Avoid Lien on Household Goods
Borrow
Cancel Meeting of Creditors
Certification to Court of Appeals
Change Venue
Compel
Compensation
Compensation of Principals
Compromise Controversy
Consolidate
Consolidate for Hearing
Contempt
Continuation of Utility Service
Continue Hearing
Continue Meeting of Creditors
Convert Case from 13 to 11
Convert Case 7 to 11
Convert Case from Chapter 11 to Chapter 13
Convert Case from Chapter 11 to Chapter 7
Convert Case from Chapter 12 to Chapter 11
Convert Case from Chapter 12 to Chapter 13
Convert Case from Chapter 12 to Chapter 7
Convert Case from Chapter 13 to Chapter 7
Convert Case from Chapter 7 to Chapter 13
Convert Case from Chapter 9 to Chapter 7
Convert Case to 12
Damages for Creditor Misconduct
Defer Fee

Delay Discharge
Deposit Funds into Court Registry
Deposit Unclaimed Funds
Determine Secured Status
Determine Tax Liability
Disallow Claims
Dismiss Case
Dismiss Case for Abuse
Dismiss Case for Failure to Make Plan Payments
Dismiss Case under 521(i)
Dismiss Party
Dismiss/Withdraw Document
Distribute
Employ
Employ Chapter 11 Counsel
Examination
Exemption from Credit Counseling
Exemption from Financial Management Course
Exemption from Means Test
Expedite Hearing
Expunge
Extend Automatic Stay
Extend Exclusivity Period
Extend Plan Payments
Extend Time for Credit Counseling
Extend Time to Appeal Under Rule 8002(c)
Extend Time to File Complaint
Extend/Shorten Time
Extension of Time Re: Transcript
File Amended Document
File Amended Proof of Claim
File Petition Out of Venue
Final Decree
Hardship Discharge
In forma pauperis
Increase Assurance Payment

Joint Administration
Leave to Appeal
Limit Notice
Limited Admissions
Miscellaneous Relief
Modify Plan
Moratorium
More Definite Statement
Pay (NOT FOR COMPENSATION)
Pay Ch. 11 Employees
Pay Filing Fee in Installments
Preliminary Injunction
Prohibit Use Cash Collateral
Protective Order
Quash
Reaffirmation
Reclassify Claims
Reconsider
Reconsider Dismissal of Case
Recusal
Redeem
Reinstatement of Retiree Benefits
Reject Lease or Executory Contract
Relative to Previous Order
Relief from Co-Debtor Stay
Relief from Stay
Remand
Remove Debtor as Debtor in Possession
Remove Professional
Remove Trustee
Reopen Chapter 11 Case
Reopen Chapter 12 Case
Reopen Chapter 13 Case
Reopen Chapter 15 Case
Reopen Chapter 7 Case
Restrict Public Access

Resume Billing Statements
Sanctions Under USC 28 Section 1927
Sanctions for Debtor's Attorney
Sanctions for Violation of Automatic Stay
Sanctions for Violation of the Discharge Injunction
Seal
Sell
Sell Free and Clear
Set Hearing
Set Last Day to File Proofs of Claim
Sever Chapter 11 Case
Sever Chapter 12 Case
Sever Chapter 13 Case
Sever Chapter 7 Case
Stay
Stay Pending Appeal
Strike
Substitute Attorney
Suspend Plan Payments
Termination or Absence of Stay
Transfer Case
Transfer Case (Intra-District)
Turnover of Property
Use Cash Collateral
Vacate
Vacate Discharge
Waive Appearance
Waive Filing Fee (NOT FOR IFP)
Waive Pay Order
Withdraw as Attorney
Withdraw Monies from Registry
Withdrawal of Reference
Writ

Notices

- Generic Notice (ATY, TR)
- Notice Appointing Successor Trustee
- Notice Appointing Trustee
- Notice of Abandonment
- Notice of Commencement of Chapter 15 Case
- Notice of Default
- Notice of Dismissal
- Notice of Filing
- Notice of Foreign Representative's Intent to Commence Case
- Notice of Hearing (ATY)
- Notice of Mailing of Fee Statement
- Notice of Motion and Order (COURT USERS ONLY)
- Notice of Override of Preferred Address 342(e)
- Notice of Proposed Distribution
- Notice of Rescission
- Notice of Substitute Attorney
- Notice of Voluntary Conversation from Chapter 11 to Chapter 7 (ATTY and TR)
- Notice of Voluntary Conversion from Chapter 13 to Chapter 7 (ATTY and TR)
- Notice of Voluntary Dismissal
- Notice of Withdrawal (ATTY USERS)
- Notice of Withdrawal (COURT USERS ONLY)
- Notice to Take Deposition

Open Voluntary BK Case

Open Involuntary BK Case

Other

- 20 Largest Unsecured Creditors
- Affidavit
- Amended Document
- Amended Schedules (Fee)

Amended Schedules No Fee Required
Appraisal
Auditors Report
BPP Disclosure Notice to Debtors - Form 19B
Balance Sheet
Brief/Memorandum
Cash Flow Statement
Certificate of Credit Counseling
Certificate of No Objection
Certificate of Service
Certificate of Service of Tax Information
Certificate of Service of Tax Information to Requestor
Chapter 11 Ballots
Chapter 11 Statement of Current Monthly Income
Chapter 13 Certificate of Compliance
Chapter 13 Statement of Current Monthly and Disposable
Income
Chapter 15 List
Chapter 7 Means Test
Corporate Ownership Statement
Corporate Resolution
Creditor Disk
Creditor Request for Notices
Cure of Residential Judgment
Debtor Repayment Plan
Debtor's Election of Small Business Designation
Debtor's Rebuttal of Presumption of Abuse
Declaration
Declaration by BPP
Declaration of Exemption from Means Test
Disclosure of Compensation of Attorney for Debtor
Domestic Support Obligations
Equity Security Holders
Exhibit
Exhibit D
Exigent Circumstances re: Credit Counseling

Expenses Re: FVPS
Financial Management Course
Intent to Cure Default
Interrogatories
Involuntary Petition (Chapter 11)
Involuntary Petition (Chapter 7)
Involuntary Petition - Add Alleged Debtor
Involuntary Summons Service Executed
Involuntary Summons Service Unexecuted
Itemization of Expenses
List of Witnesses and Exhibits
Notice of Appearance and Request for Notice
Notice of Change of Address
Notice of Intent to Request Transcript Redaction
Notice to Consumer Debtors
Objection to Debtor's Claim of Exemptions
Objection to Homestead Exemption
Ombudsman Report
Operating Report
Payment Advices
Payment Advices - Statement Under Penalty of Perjury
Petition Foreign Proceeding (Chapter 15)
Power of Attorney
Praecipe
Presumption of Undue Hardship
Proposed Order
Protection of Property from Damage
Reaffirmation Agreement
Reaffirmation Agreement (pro se)
Reaffirmation Disclosure Statement
Rebuttal of Presumption of Undue Hardship
Redemption Agreement
Renew Document
Report
Request for Admissions
Request for Debtor to File Tax Return

Request for Hearing
Request for Notice of Fees Due
Request for Production of Document
Request for Telephonic Hearing
Rescission of Reaffirmation Agreement
Schedule A
Schedule B
Schedule C
Schedule D
Schedule E
Schedule F
Schedule G
Schedule H
Schedule I
Schedule J
Schedules A-J
Sealed Documents
Statement in Support of Reaffirmation Agreement
Statement of Financial Affairs
Statement of Good Faith
Statement of Intent
Statement of Operations
Statement of Social Security
Statement of U.S. Trustee Concerning Inability to
Appoint Creditor Committee
Statement of Visiting Attorney
Stipulation
Summary of Schedules and Statistical Summary of
Certain Liabilities
Supplement to Document
Tax Documents
Transcript Redaction Request
Voluntary Petition (Chapter 11)
Voluntary Petition (Chapter 12)
Voluntary Petition (Chapter 13)
Voluntary Petition (Chapter 7)

Voluntary Petition (Chapter 9)
Waiver of Discharge
Witness Subpoena

Plan

Amended Disclosure Statement
Amended Plan (13 or 11)
Chapter 11 Plan
Chapter 11 Small Business Plan
Chapter 12 Plan
Chapter 13 Plan
Chapter 9 Plan
Disclosure Statement
Disclosure Statement for Small Business
Modified Plan
Objection to Confirmation of Plan
Objection to Disclosure Statement

New R3 Menu Items
Case Upload

ADVERSARY EVENTS

Answers...

Motion/Application
Answer to Interrogatories
Objection
Reply
Response
Complaint, 3rd, cross, counter

Complaint & Summons (DO NOT USE FOR AP OPENING)

Amended Complaint
Complaint
Counterclaim
Crossclaim

Fourth-Party Complaint
Notice of Removal
Registration of Foreign Judgment
Summons Service Executed
Summons Service Unexecuted
Third-Party Complaint

Motions

Add Party
Amend
Amended Application
Amended Motion
Appear pro hac vice
Approve Settlement
Certification to Court of Appeals
Compel
Compensation
Compromise Controversy
Consolidate
Consolidate for Trial
Contempt
Continue Hearing
Default Judgment
Defer Fee
Dismiss Adversary Proceeding
Dismiss Party
Dismiss/Withdraw Document
Expedite Hearing
Expunge
Extend Time to Appeal Under Rule 8002(c)
Extend/Shorten Time
Intervene
Jury Trial
Leave to Appeal
More Definite Statement
Preliminary Injunction

Protective Order
Quash
Re-Issue Summons
Reconsider
Reconsider Dismissal of Case
Recusal
Remand
Reopen Case
Restrict Public Access
Sanctions for Violation of Automatic Stay
Seal
Set Hearing
Stay
Stay Pending Appeal
Strike
Substitute Attorney
Summary Judgment
Transfer Adversary
Transfer Adversary Case (Intra-District)
Vacate
Withdraw as Attorney

Notices

Notice of Dismissal
Notice of Rescission
Notice of Stipulated Dismissal in an Adversary
Proceeding
Notice of Substitute Attorney
Notice to Take Deposition

Open an AP Case

Open an MP Case

Other

Amended Document

Brief/Memorandum
Certificate of Service
Corporate Ownership Statement
Interrogatories
Itemization of Expenses
Labels
List of Witnesses and Exhibits
Notice of Intent to Request Transcript Redaction
Proposed Order
Report
Request for Admissions
Request for Clerk's Entry of Default Judgment
Request for Production of Document
Stipulation
Summons Service Executed
Supplement to Document
Transcript Redaction Request