CM/ECF

Application Training

Manual

United States Bankruptcy Court
Northern District of Iowa

CM/ECF 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. Netscape Navigator and Internet Explorer are the two most popular WEB browsers. Only Netscape Navigator is guaranteed to work with 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 Filing is the Administrative Office's new application that will revolutionize the way we do business. 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. If correct, you may accept them; if incorrect, you type over them.

Document Type

In CM/ECF, Document Type describes a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

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.

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. A ll 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 URL for the Iowa Northern Banrkrupcty Court is www.ianb.uscourts.gov.

Bankruptcy Case Opening

For Attorneys

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.

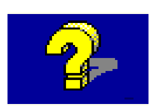
STEP 1 Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. **(See Figure 1.)**

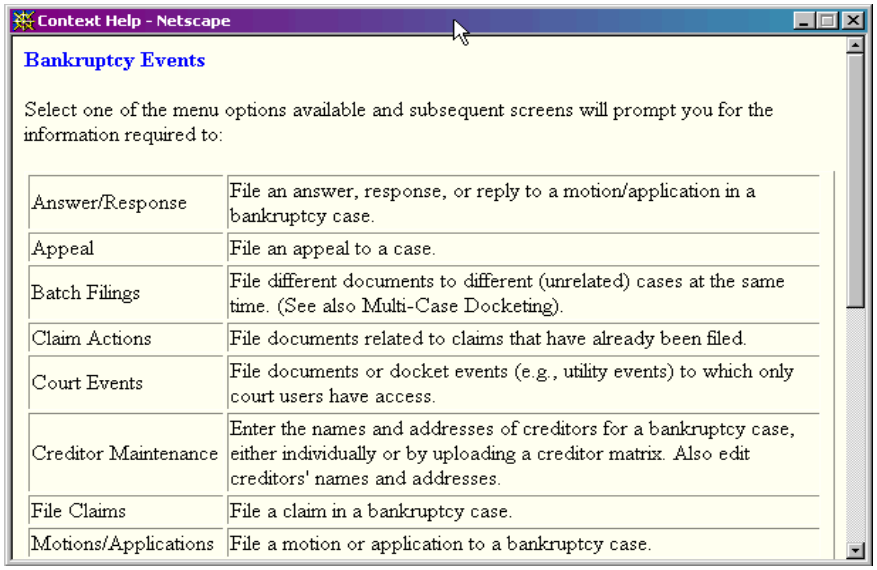
Figure 1

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

Figure 2a

– For further information on each of these categories, click the **HELP** icon on the CM/ECF Main Menu Bar (the question mark, pictured below). That will bring up a help screen. **(See Figure 2b, next page.)**





Context Help - Netscape

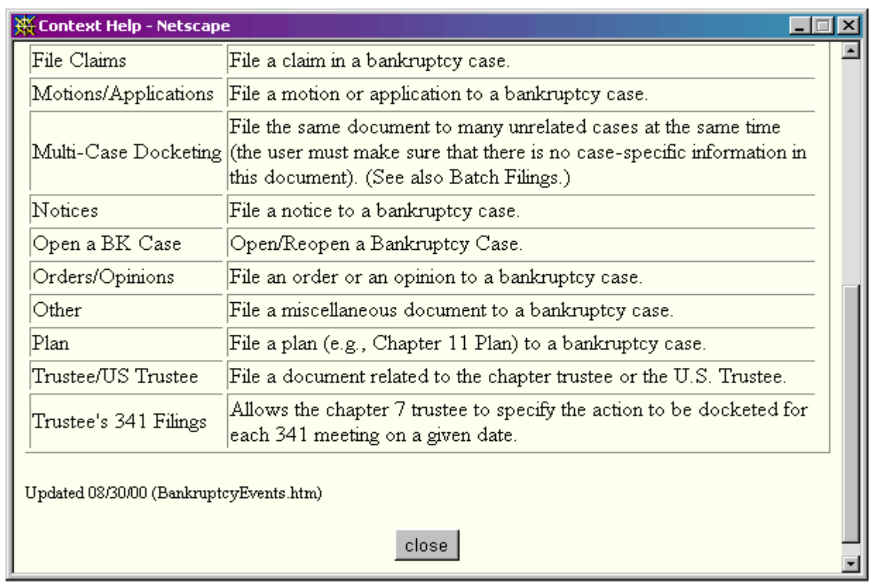
Bankruptcy Events

Select one of the menu options available and subsequent screens will prompt you for the information required to:

Answer/Response	File an answer, response, or reply to a motion/application in a bankruptcy case.
Appeal	File an appeal to a case.
Batch Filings	File different documents to different (unrelated) cases at the same time. (See also Multi-Case Docketing).
Claim Actions	File documents related to claims that have already been filed.
Court Events	File documents or docket events (e.g., utility events) to which only court users have access.
Creditor Maintenance	Enter the names and addresses of creditors for a bankruptcy case, either individually or by uploading a creditor matrix. Also edit creditors' names and addresses.
File Claims	File a claim in a bankruptcy case.
Motions/Applications	File a motion or application to a bankruptcy case.

Figure 2b

— This screen gives you more information about the menu selections. Too see information for other options, scroll down using the arrows or scroll bar on the right. **(See Figure 2c.)**



Context Help - Netscape

File Claims	File a claim in a bankruptcy case.
Motions/Applications	File a motion or application to a bankruptcy case.
Multi-Case Docketing	File the same document to many unrelated cases at the same time (the user must make sure that there is no case-specific information in this document). (See also Batch Filings.)
Notices	File a notice to a bankruptcy case.
Open a BK Case	Open/Reopen a Bankruptcy Case.
Orders/Opinions	File an order or an opinion to a bankruptcy case.
Other	File a miscellaneous document to a bankruptcy case.
Plan	File a plan (e.g., Chapter 11 Plan) to a bankruptcy case.
Trustee/US Trustee	File a document related to the chapter trustee or the U.S. Trustee.
Trustee's 341 Filings	Allows the chapter 7 trustee to specify the action to be docketed for each 341 meeting on a given date.

Updated 08/30/00 (BankruptcyEvents.htm)

close

Figure 2c

— To close this help screen, click on the “X” in the top right corned of the screen, or click on the **[Close]** box at the bottom of the screen. This will return you to the Bankruptcy Events screen. **(See Figure 2a.)**

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

– The case number will be generated later in this process and will

Figure 3

be displayed on the Notice of Electronic Filing.

– Select the **Office** from the pick list box, or skip it if the default is correct.

– The current date will always be displayed in the **Date Filed** field.

– Select the **Chapter** from the pick list box, or skip it if the default is correct.

– The default value for **Joint Petition** is **n** (no); for a Joint filing select **y** (yes).

– The Case Type will always be **bk**. Leave it as it is.

– 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.)**

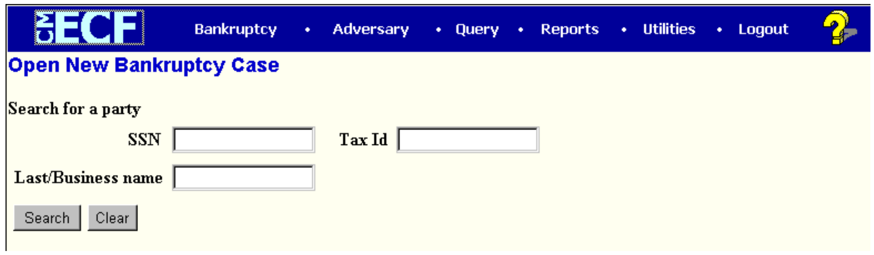


Figure 4

— This screen is for you to enter the parties on 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, Tax Identification Number, Last Name or Business Name.

- You can enter the last name or the first few characters of 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 80 characters.

— In this lesson, we will enter the debtor's last name and click **[Search]**.

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 5.)**

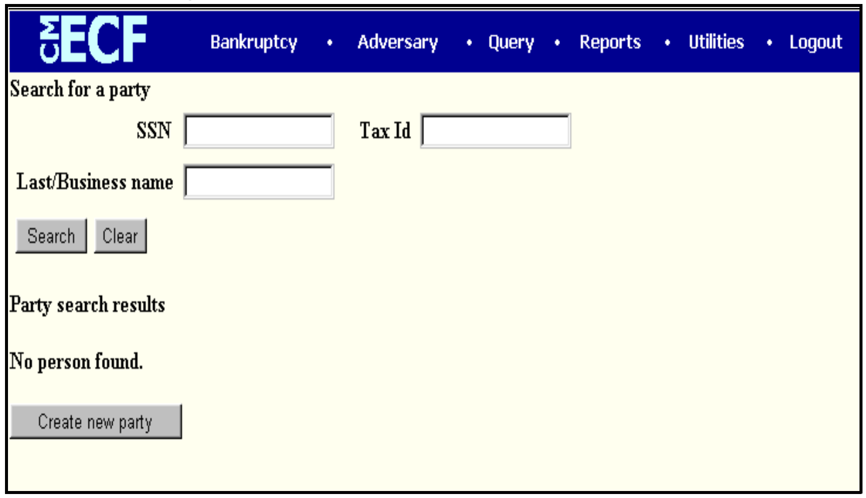


Figure 5

— 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 6.)**

— Enter the debtor's **Name** and **Address** information in the

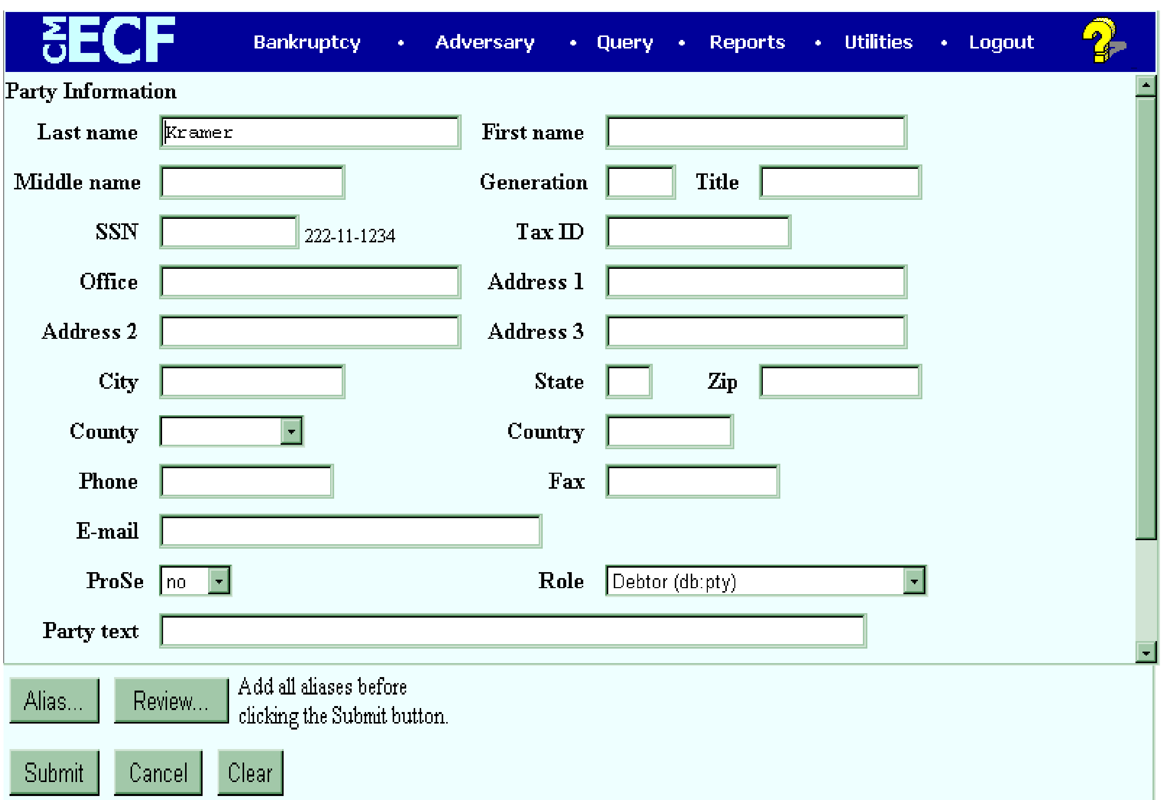


Figure 6

appropriate boxes . (For this lesson, our debtor is Dale Daniels.)

— Select the debtor's **County** of residence from the pick list box.

NOTE: Type the first letter of the county name for a faster search.

— For this lesson, leave ***ProSe*** as **no**.

— Expand the **Role Type** selection pick list box by clicking on the down arrow **–**, and select Debtor.

— Enter further descriptive text for the debtor in the **Party text** field, if appropriate (such as A Connecticut Corporation, Guardian of the State, etc.)

— It is not necessary to add the attorney representing the debtor. Because you are an attorney, Your name will be linked to the party you are representing automatically at the end of this transaction. Your login will furnish your attorney information to the system.

— If the party has an alias, click the **[Alias]** button.

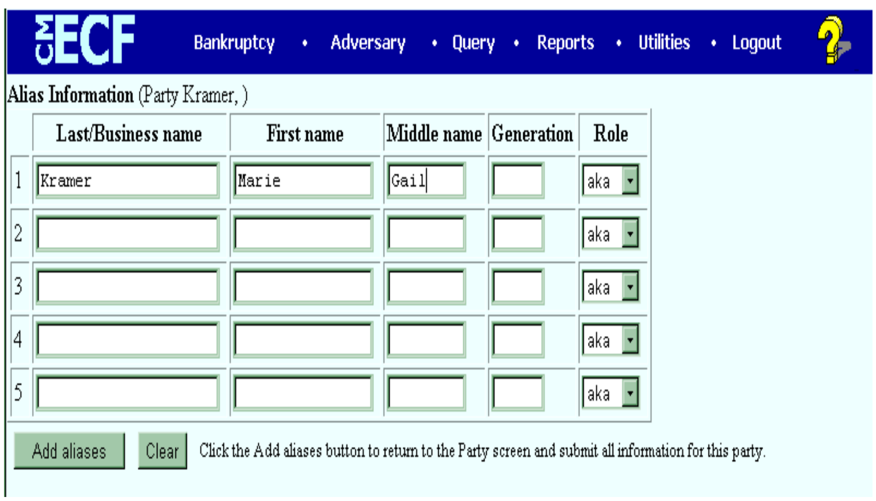


Figure 7

STEP 7 The **ALIAS** screen appears. **(See Figure 7.)**

— You can enter up to five alias names. **Alias Role** selections include aka, dba, fdba, and fka.

— Click **[Add aliases]**.

STEP 8 The **PARTY INFORMATION** screen reappears. **(See Figure 8a.)**

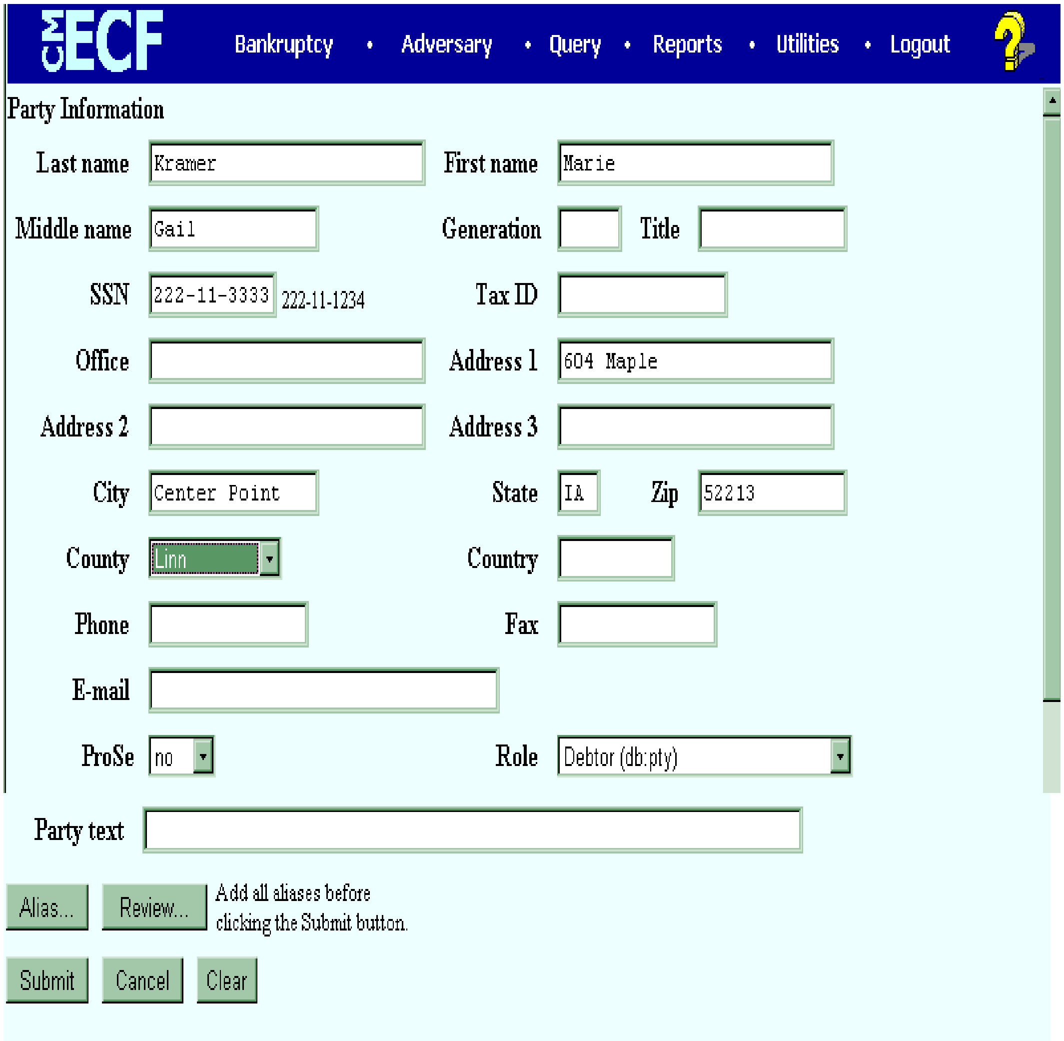


Figure 8a

— Clicking on the **[Review]** button at any time presents a screen summarizing the attorney and alias activity for this debtor. **(See Figure 8b.)**

Figure 8b

— Verify the information.

— Be careful about clicking the **[Clear]** button. You could accidently delete information.

— Click **[Return to Party Screen]**.

STEP 9 The **PARTY INFORMATION** screen will return again **(See Figure 8a)**. If you are finished adding information for this new party, click **[Submit]** to continue with Case Opening.

NOTE: If this were a joint debtor filing, a **JOINT DEBTOR PARTY** screen would appear next.

STEP 10 The **STATISTICAL DATA** screen appears next. **(See Figure 10.)**

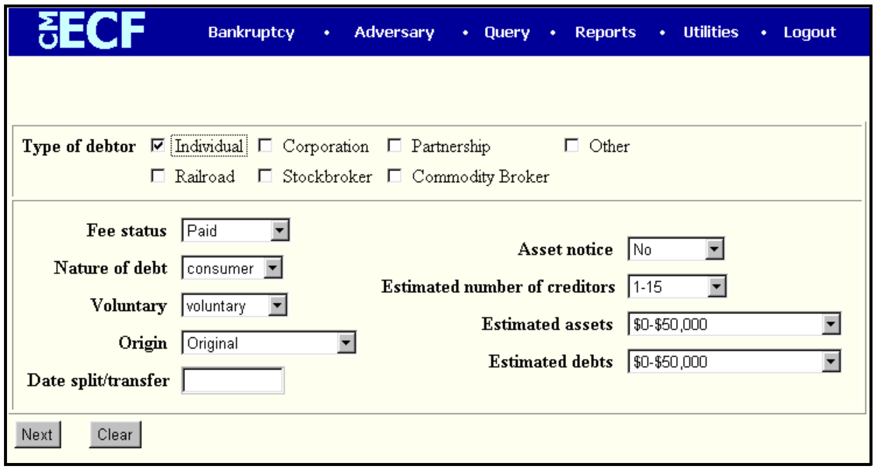


Figure 10

— Select the **Type of Debtor** by clicking in the appropriate box(es).

— The **Fee Status** values are Paid and Installment. If the petition is accompanied by an Application to Pay Filing Fees in Installments, you would select Installment from the pick list box.

— Designate the **Nature of Debt** as Consumer or Business.

— The default value is for a **Voluntary** Petition. For Involuntary Petitions, select **Involuntary** from the pick list box.

— Enter the correct **Origin** code from the values Original, First Reopen, Second Reopen, Third Reopen, Split or Inter-District Transfer. No action is necessary if this is the first filing; the default value of Original is correct for this exercise.

— **Date Split/Transfer** is only necessary when a joint debtor splits from the original case or if this case was transferred in from another district. Otherwise leave this field blank.

— Choose Yes or No for **Asset notice** designation.

— Select the range of **Estimated Creditors** from the pick list box.

- 1 -15
- 16 - 49
- 50 - 99
- 100 -199
- 200 - 999
- 1,000 - over

— Select the correct dollar range for **Estimated Assets**.

- Under $50,000
- $50,001 - 100,000
- $100,001 - 500,000
- $500,001 - 1 million
- $1,000,001 - 10 million
- $10,000,001 - 50 million
- $50,000,001 - 100 million
- More than $100 million

— Select the correct dollar range for **Estimated Debts**.

- Under $50,000
- $50,001 - 100,000
- $100,001 - 500,000
- $500,001 - 1 million
- $1,000,001 - 10 million
- $10,000,001 - 50 million
- $50,000,001 - 100 million
- More than $100 million

— Click **[Next]** to continue.

STEP 11 If you have selected **y** for **Deficiencies** on the **Case Data** screen, the Chapter 7 **DEFICIENCY LIST** screen appears. **(See Figure 11.)**

NOTE: This list will vary by chapter.

— Check the check box for each item that is not included with this petition. For this exercise, select **Schedules A-J**.

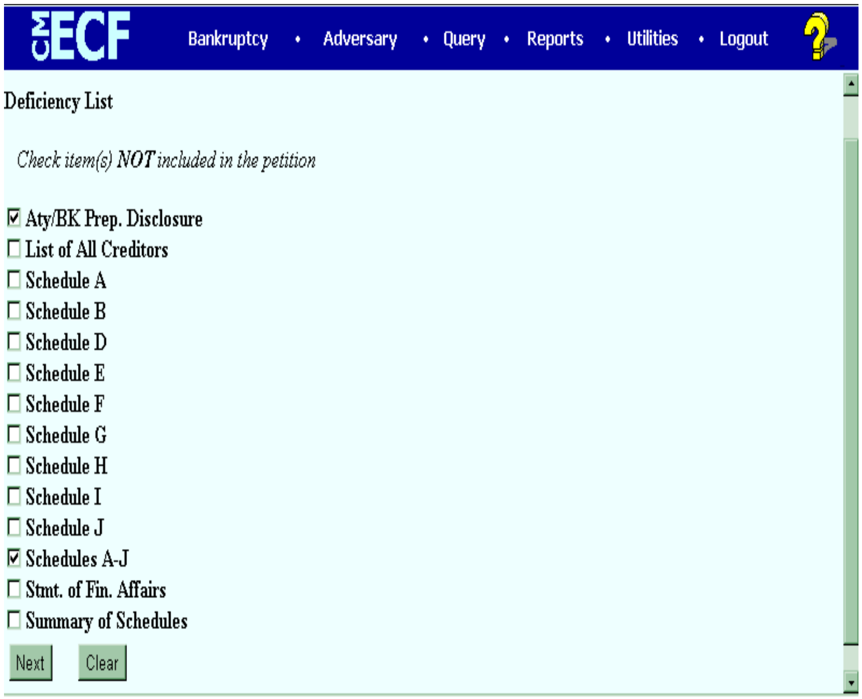


Figure 11

— Click **[Next]** to continue.

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

Figure 12

NOTE: This screen is used for associating the imaged document with this entry. Attorneys must enter the path and name of a pdf (portable document format) document here.

— Click **[Browse]**, then click on the down arrow – for the **Files of type** field.

— In the drop-down box, click on **All Files (*.*)**.

— 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 DEADLINE**S screen is presented, showing the due date for the missing schedules A-J. **(See Figure 13.)**

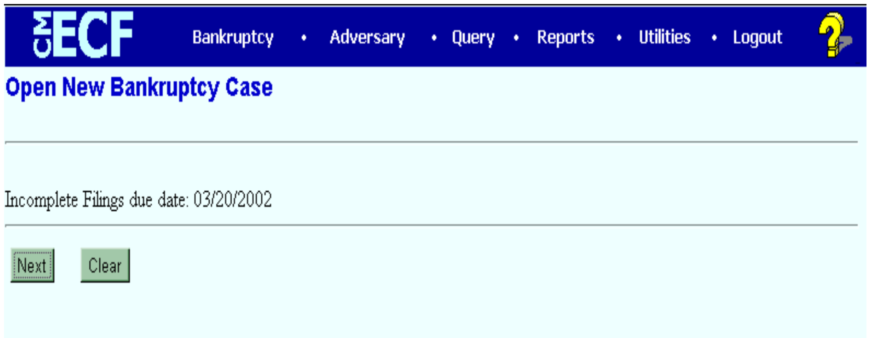


Figure 13

— 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.

— The Statement of Intent deadline may appear on this screen, as shown. This varies by court. The court will monitor these deadline for compliance and will verify deficiencies.

— Click **[Next]** to continue.

Figure 14

STEP 14 The **RECEIPT #** screen appears. **(See Figure 14.)**

— This screen is for you to enter a receipt number, **CC** if payment is by credit card, or **O** for other type of payment. Enter **CC** and click **[Next]** to continue.

STEP 15 The **MODIFY DOCKET TEXT** screen appears. **(See Figure 15.)**

– Click **[Next]** to continue.

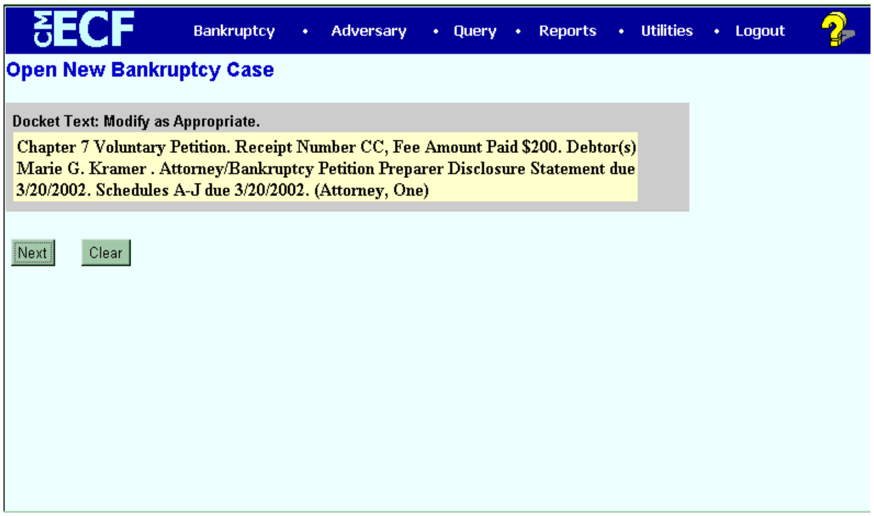


Figure 15

STEP 16 The **FINAL TEXT EDITING** screen displays. **(See Figure 16.)**

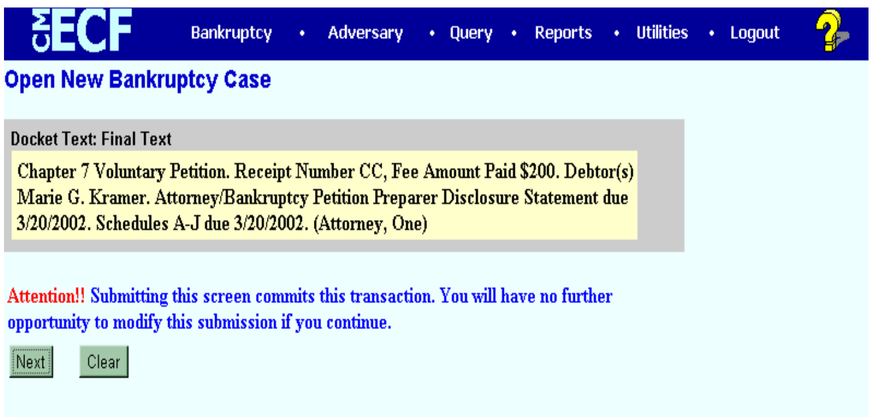


Figure 16

– 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 **NOTICE OF ELECTRONIC FILING** screen displays.

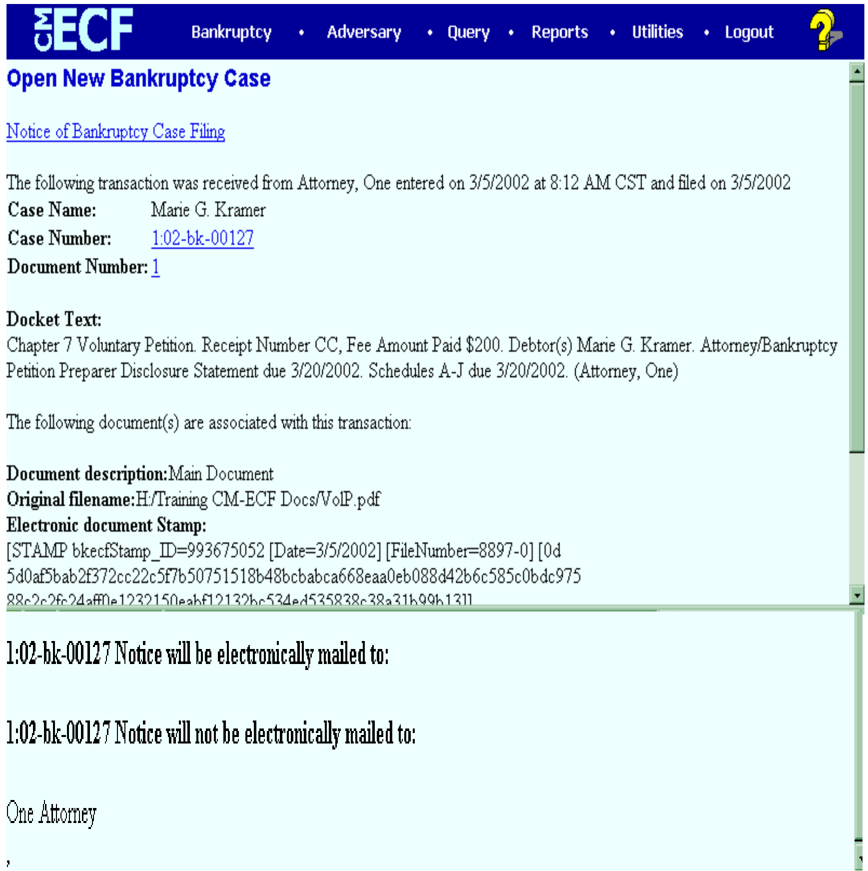


Figure 17

(See Figure 17.)

— This **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies the that petition is now an official court document.

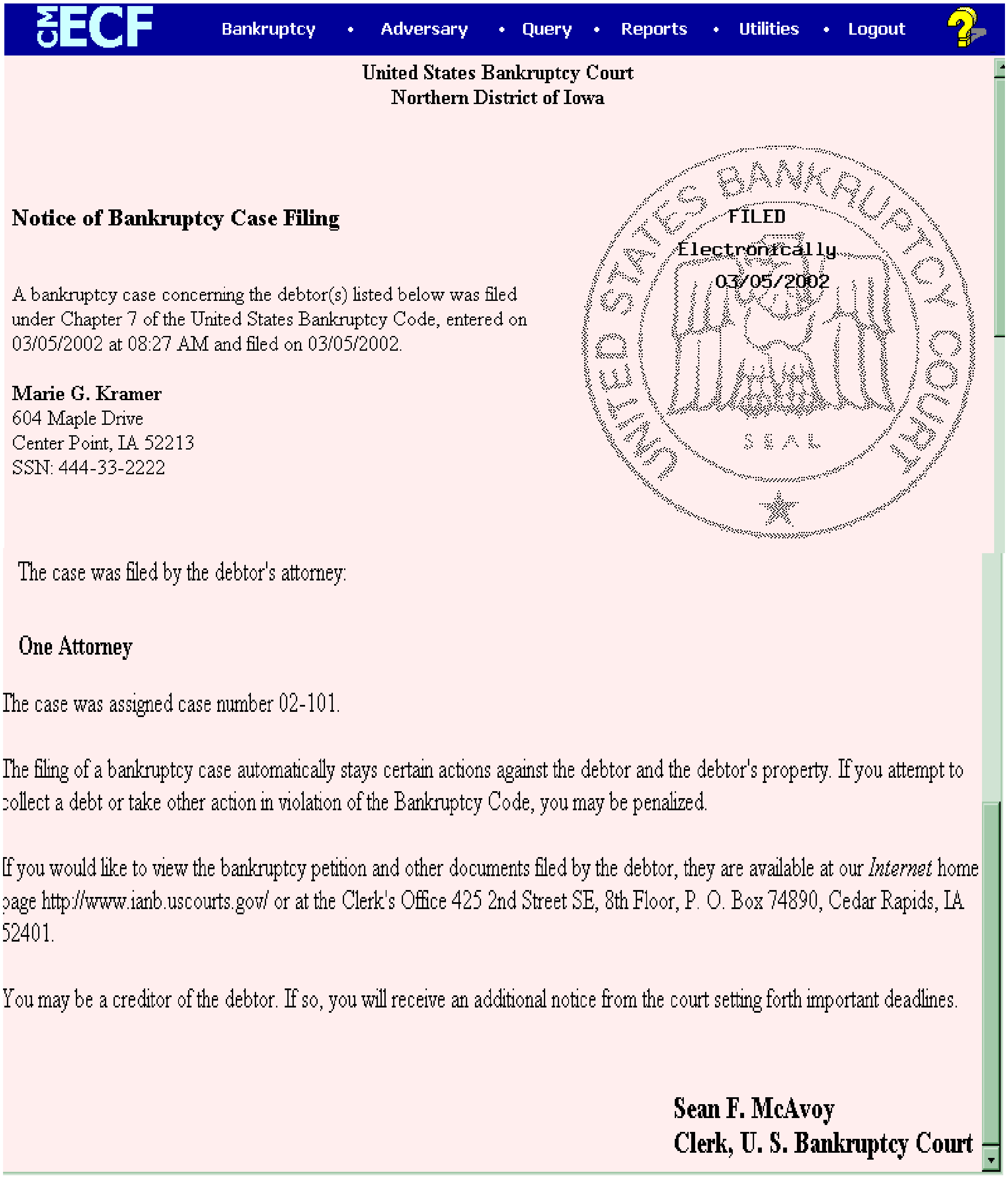
— Make a note of the case number, which appears in blue. Clicking on the case number hyperlink, 1:02-bk-00127, will display the docket report for this case.

— Clicking on the document number hyperlink 1, will display the PDF image of the petition just filed.

— The Notice of Bankruptcy Case Filing hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink reveals a notice summarizing the pertinent details and participants of this case. **(See Figure 18.)**

NOTE: You must enter your PACER login and password to view any documents or reports or perform any queries.

STEP 18 If you click on the Notice of Bankruptcy Case Filing hyperlink at the top of the Notice of Electronic Filing, the Notice of Bankruptcy Case Filing will be displayed. This notice summarizes the pertinent details and participants of this case. (See Figure 18.)



United States Bankruptcy Court
Northern District of Iowa

Notice of Bankruptcy Case Filing

A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 7 of the United States Bankruptcy Code, entered on 03/05/2002 at 08:27 AM and filed on 03/05/2002.

Marie G. Kramer
604 Maple Drive
Center Point, IA 52213
SSN: 444-33-2222

The case was filed by the debtor's attorney:

One Attorney

The case was assigned case number 02-101.

The filing of a bankruptcy case automatically stays certain actions against the debtor and the debtor's property. If you attempt to collect a debt or take other action in violation of the Bankruptcy Code, you may be penalized.

If you would like to view the bankruptcy petition and other documents filed by the debtor, they are available at our *Internet* home page http://www.ianb.uscourts.gov/ or at the Clerk's Office 425 2nd Street SE, 8th Floor, P. O. Box 74890, Cedar Rapids, IA 52401.

You may be a creditor of the debtor. If so, you will receive an additional notice from the court setting forth important deadlines.

Sean F. McAvoy
Clerk, U. S. Bankruptcy Court

Figure 18

— This certification was created in addition to the initial notice of filing. It also displays the debtor(s), attorney, trustee, case number, time, and filed date of the case opening information. It can be used to notice creditors as an official notice of stay besides the 341 Meeting Notice to stop foreclosures and other creditor actions. It may be saved or printed at the time of filing.

— The Notice of Bankruptcy Case Filing is also available for viewing or printing through the Query Main Menu Bar selection.

— To print a copy of this notice, click the browser **[Print]** button or icon.

— To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

NOTE: This case was opened by the court, so the time stamp does not appear on the seal. It appears only for cases opened electronically by non-court users.

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 or **^** will cause problems. The **#** and **&** characters have not been reported to cause errors.
- 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.

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.)**

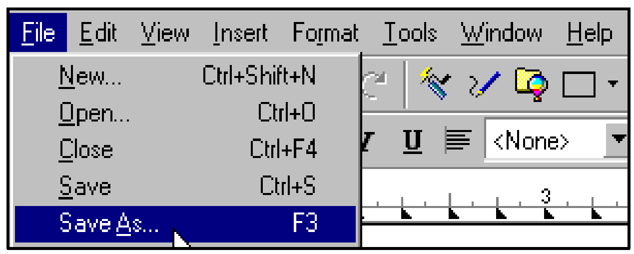


Figure 2

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.)**

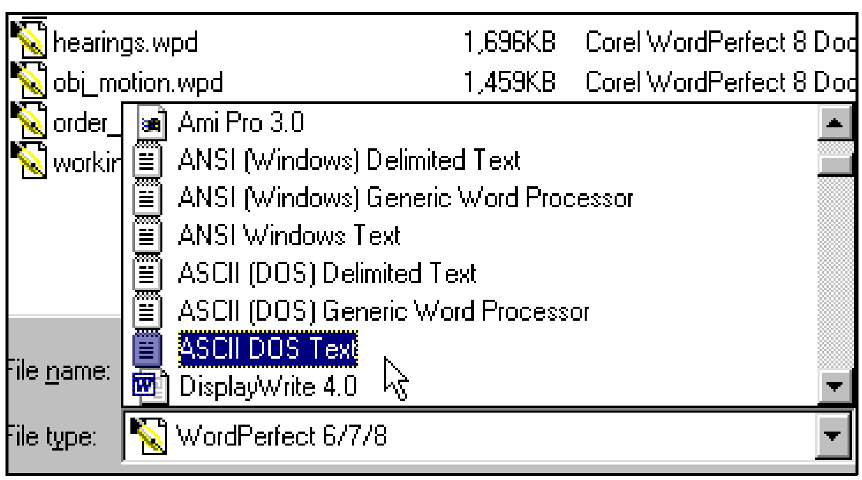


Figure 3

— 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)**.

STEP 5 Enter the file 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

A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix must be in an ASCII text format, usually a **.txt** file, before it can be successfully uploaded. Refer to the procedure, **How To Convert A Creditor Matrix To A .txt File**. All other file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors .txt file is described below.

STEP 1 After accessing the CM/ECF system using the Netscape Navigator web browser, click on the Bankruptcy hypertext link. **(See Figure 1.)**

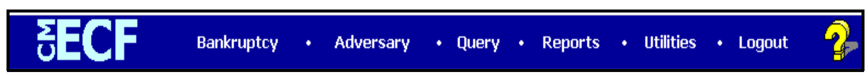


Figure 1

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

Figure 2

– Click on the Creditor Maintenance hyperlink.

NOTE: Bankruptcy Events menu selections will vary according to permission levels. Attorneys will not have all the items listed above.

STEP 3 The **CREDITOR MAINTENANCE** screen displays. **(See Figure 3.)**

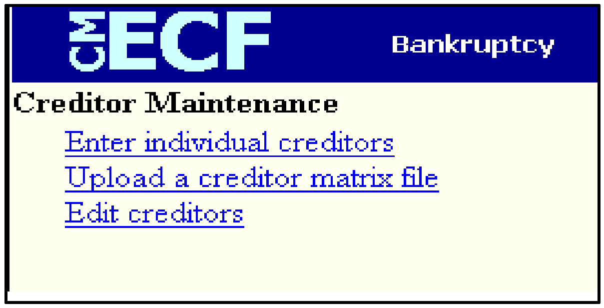


Figure 3

— Click on Upload a creditor matrix file hyperlink.

STEP 4 The **UPLOAD A FILE** screen displays. **(See Figure 4.)**

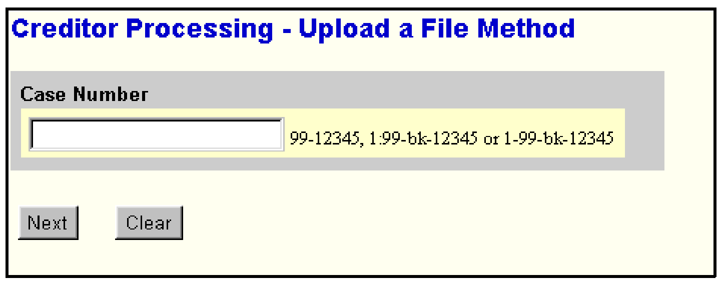


Figure 4

— Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

— Click the **[Next]** button to continue.

STEP 5 The **LOAD CREDITOR INFORMATION** screen will display. **(See Figure 5a.)**

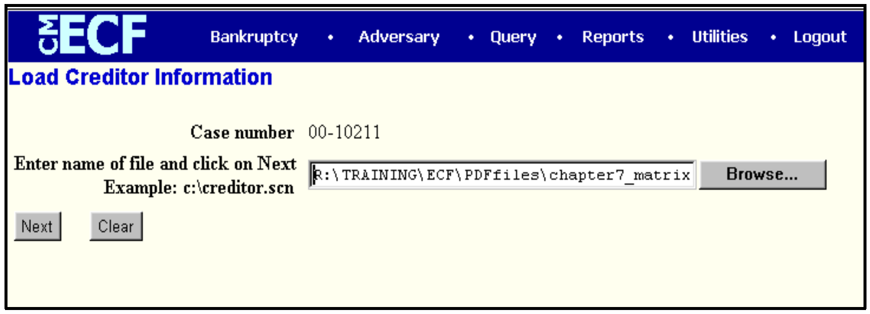


Figure 5a

There are two methods to enter the directory and file name of the creditor matrix.

— Type in the full path of the directory and filename of the creditor matrix file. Or, alternatively,

— Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:

- Click on the **[Browse]** button to display the **FILE UPLOAD** screen.
- Click in the **Look In** box and select the appropriate drive name.
- Change **Files of types:** to Text (.*txt) or All Files.
- Highlight the appropriate text file with a click of the mouse.
- For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed. **(See Figure 5b.)**

  Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on **"X"** in the upper right-hand corner.

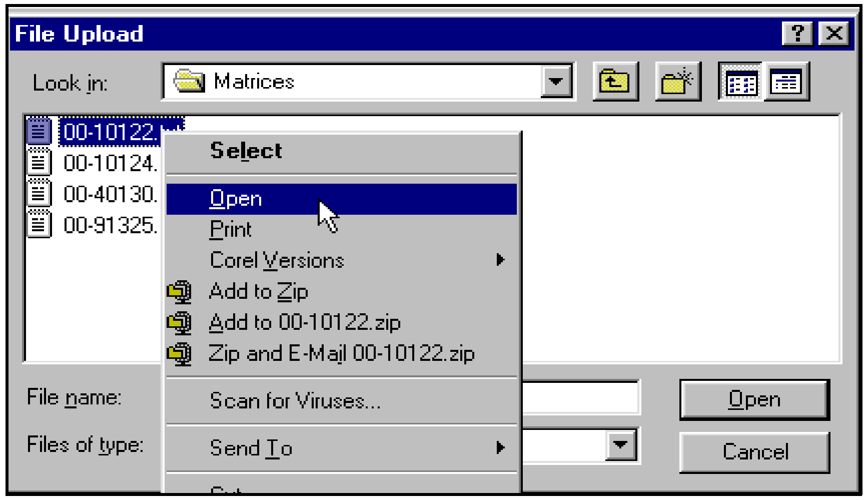


Figure 5b

- If correct, double-click the PDF file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.

— Click on the **[Next]** button to continue.

STEP 6 The **TOTAL CREDITORS ENTERED** screen appears. **(See Figure 6.)**

Figure 6

— If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **[Back]** button and research the error.

— If the total number of creditors displayed is correct, click on the **[Submit]** button.

STEP 7 The **CREDITOR RECEIPT** screen displays. **(See Figure 7.)**

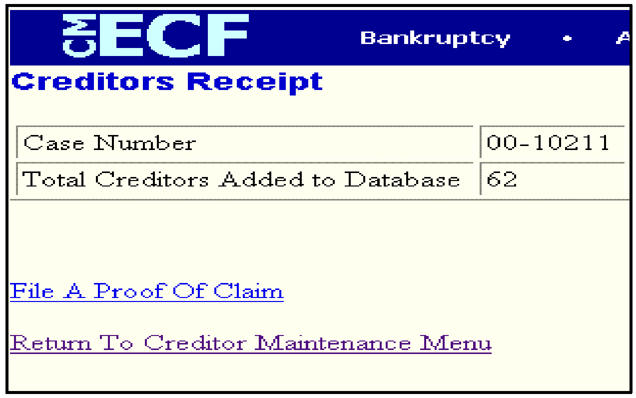


Figure 7

– The information displayed confirms the number of creditors added to the case.

STEP 8 Click on the Return to Creditor Maintenance Menu hyperlink to continue and repeat steps 4 - 6 for each creditor matrix. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.

Multi-Part Motions

For Attorneys

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

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

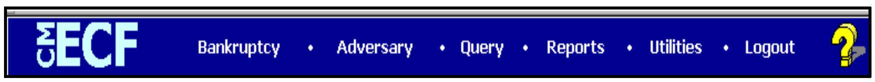


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2. Your menu selections may vary from this screen.

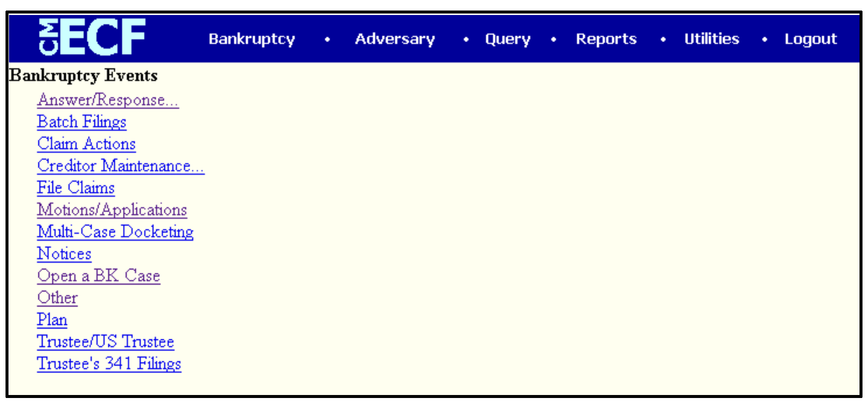


Figure 2

– Click the Motions/Applications hyperlink.

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

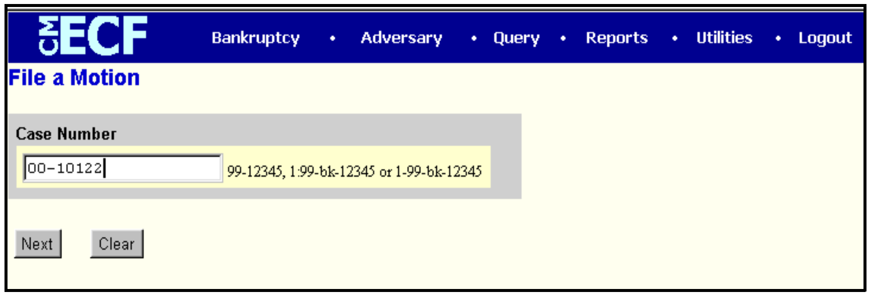


Figure 3

— 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.

STEP 4 The **DOCUMENT SELECTION** screen displays next. **(See Figure 4.)**

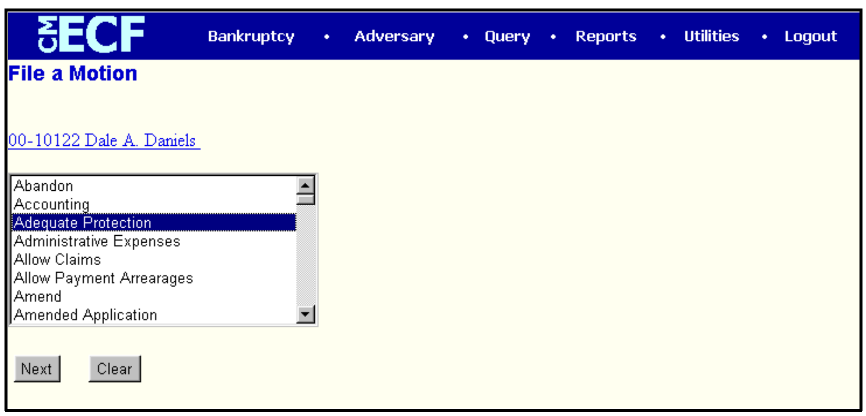


Figure 4

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

— Click **[Next]**.

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

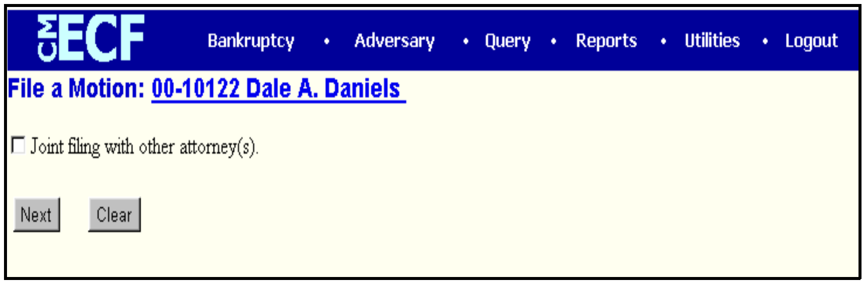


Figure 5

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

If this is a joint filing with another attorney(s) you will be presented with a pick list of attorneys on the case to select as joint filers.

– Click **[Next]**.

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

Figure 6

– Since the party, Friendly Finance, is not listed, it must be added. Click the Add/Create New Party hyperlink.

– Click **[Next]** to continue.

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

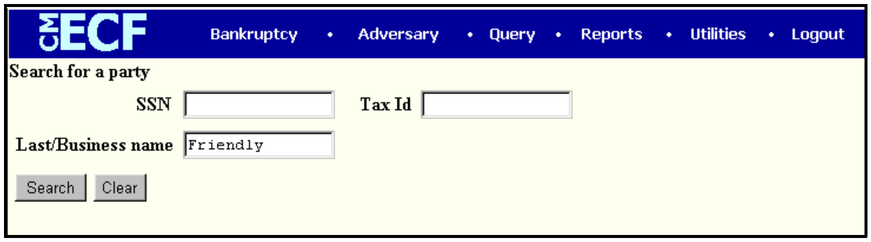


Figure 7

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

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.)**

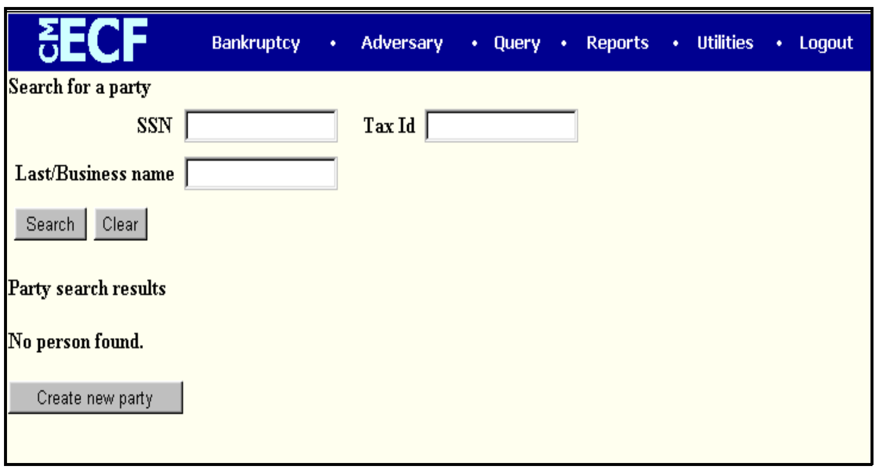


Figure 8

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

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

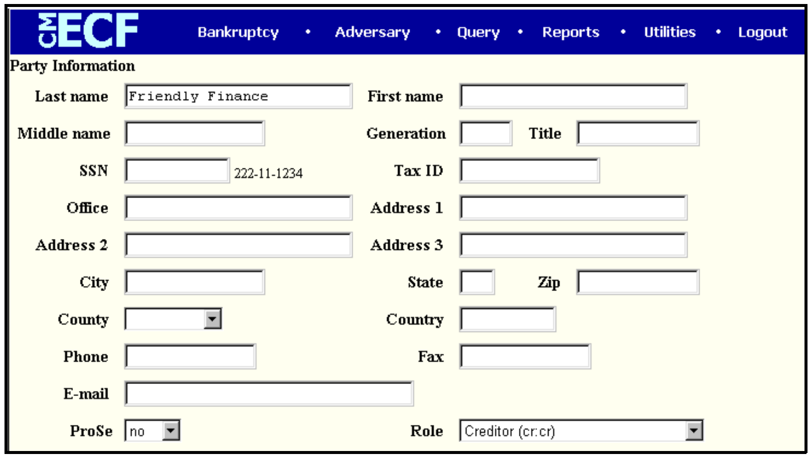


Figure 9

- Enter creditor **Name** information in the appropriate boxes, according to court policy.
- Leave ***pro se*** as **no**.
- 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. Your login will furnish your attorney information to the system.
- Click **[Submit]**.

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

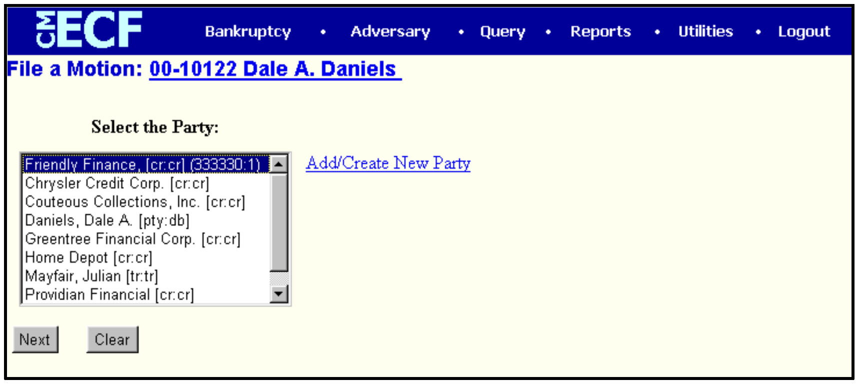


Figure 10

— The new creditor's name, Friendly Finance, is highlighted.

— Click **[Next]** to continue.

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

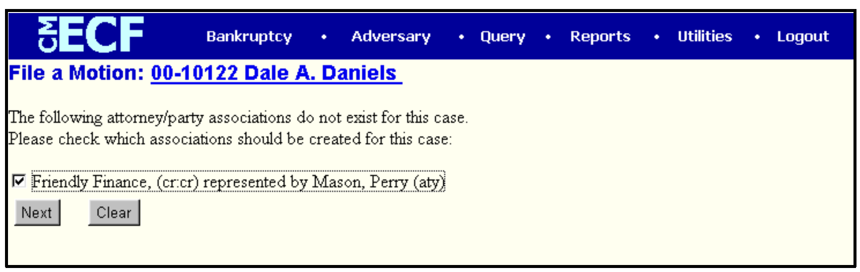


Figure 11

— Click the box to establish the association between you and Friendly Finance.

— Click **[Next]**.

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

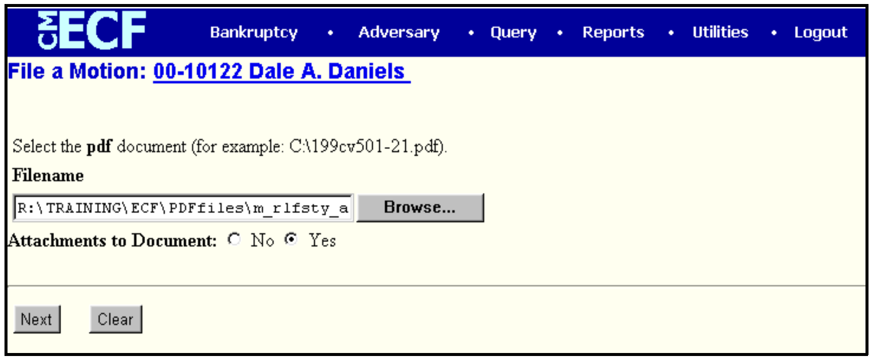


Figure 12a

— Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.

- 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 12b.)**

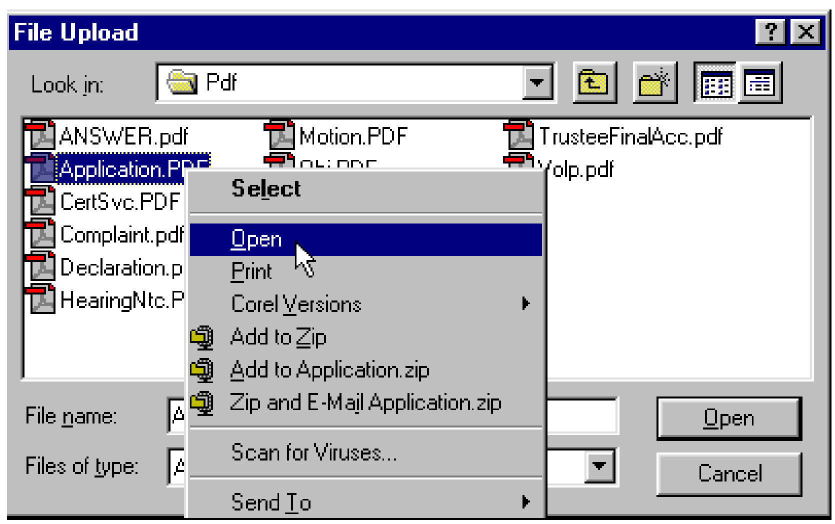


Figure 12b

- 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. **(See Figure 12c.)**

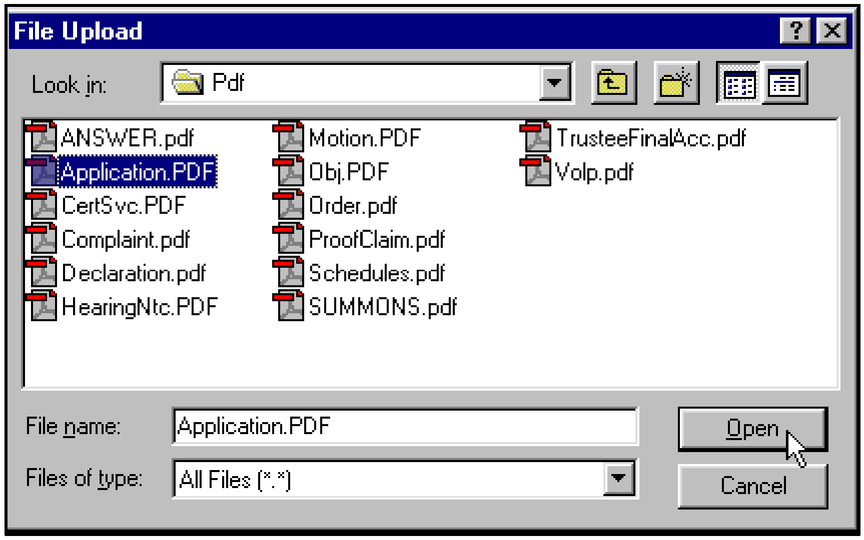


Figure 12c

— To illustrate the attachment feature, click the **Yes** radio button at the right of the **Attachments to Document** prompt to attach the proposed order to the motion. This exercise will show the process of an attached proposed order.

— Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the proposed order.

— Click **[Next]**.

STEP 13 When you click the **yes** radio button, the **ATTACHMENT** screen displays. **(See Figure 13a.)**

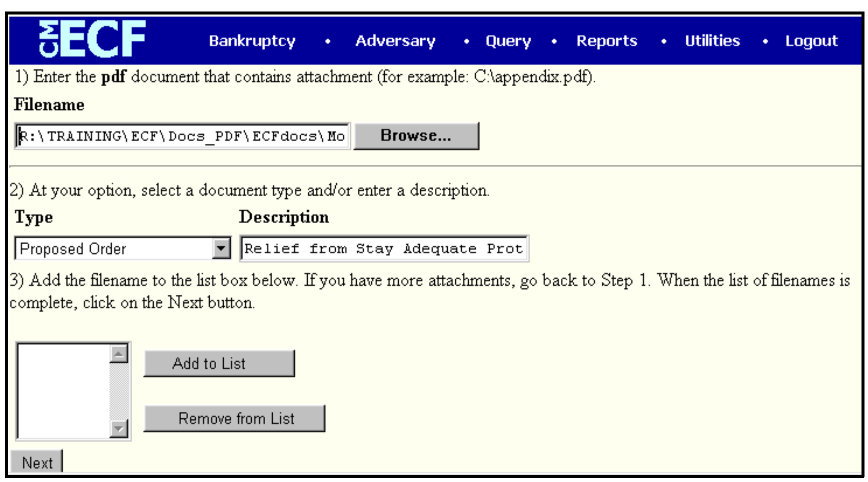


Figure 13a

– Please note that the PDF file of the motion is not an **attachment.** An **attachmen**t is another supporting document, such as supporting affidavits, exhibits, etc. which are defined by each court.

– An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by clicking on the hyperlink within the docket text.

– Click **[Browse]**, then navigate to the directory where the appropriate PDF file for the proposed order is located.

– Double-click the PDF file to select it.

– Highlight ***Proposed Order*** in the **Type** pick list.

– Enter detail concerning the attachment in the **Description Box**. Follow your local court procedures for use of the **Description Box**.

– Click **[Add to List]** and the path and file name are added to the **List** box. **(See Figure 13b.)**

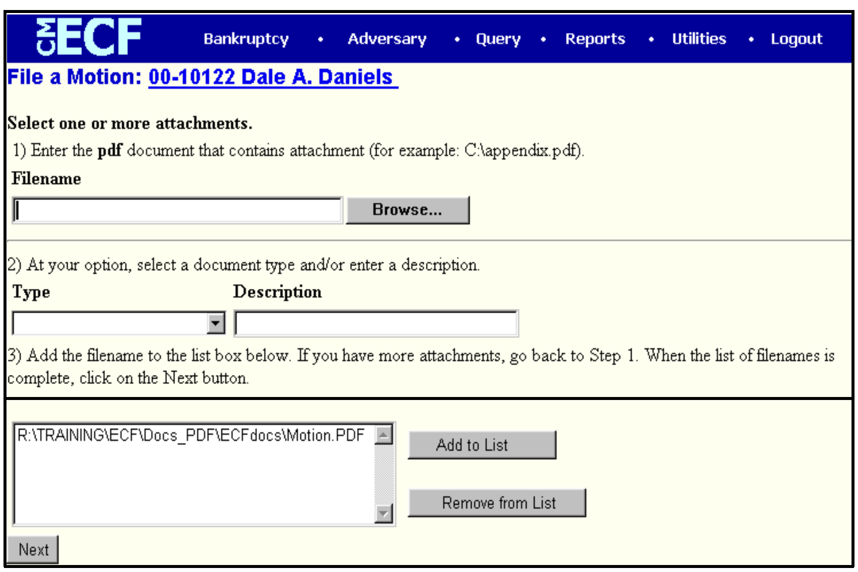


Figure 13b

– Click **[Next]**.

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

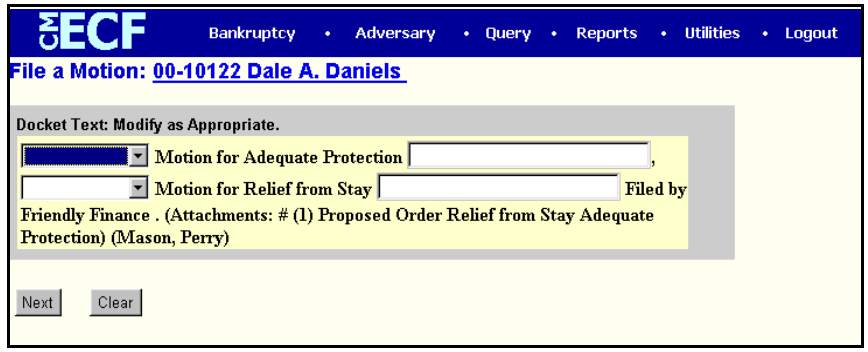


Figure 14

— If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list

— In either or both of the text boxes, add additional text for the motions you are filing according to your court procedures.

— Click **[Next]** to continue.

STEP 15 The **FINAL TEXT EDITING** screen displays. **(See Figure 15.)**

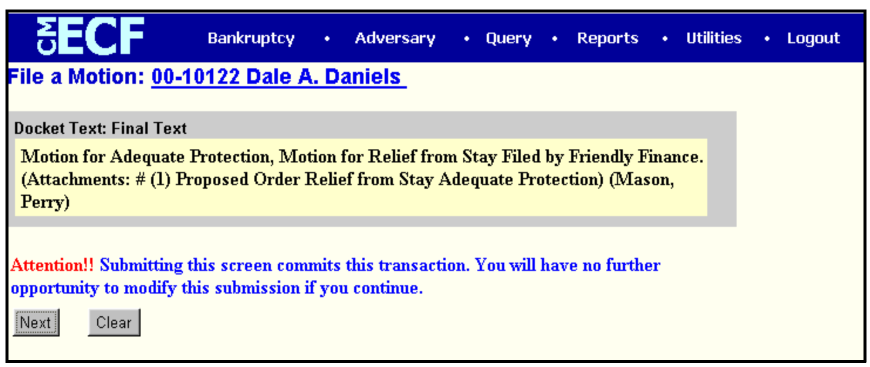


Figure 15

— 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**.

STEP 16 The **NOTICE OF ELECTRONIC FILING SCREEN** displays. **(See Figure 16.)**

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

File a Motion: 00-10122 Dale A. Daniels

Notice of Electronic Filing

The following transaction was received from Mason, Perry on 8/24/2000 at 2:13 PM CDT

Case Name: Dale A. Daniels
Case Number: 00-10122
Document Number: 16

Docket Text:
Motion for Adequate Protection, Motion for Relief from Stay Filed by Friendly Finance. (Attachments: # (1) Proposed Order Relief from Stay Adequate Protection) (Mason, Perry)

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

Document description: Main Document
Original filename:R:/TRAINING/ECF/PDFfiles/m_rlfsty_adqprot.PDF
Electronic document Stamp:
KeyFile is not avialable for this court
Document description: Proposed Order Relief from Stay Adequate Protection
Original filename:R:/TRAINING/ECF/Docs_PDF/ECFdocs/Motion.PDF
Electronic document Stamp:
KeyFile is not avialable for this court

00-10122 Notice will be electronically mailed to:

Amy Brennam ebren@somewhere.com,

Ramona Haynes racehorsehaynes@email.mss.com,

Bruce Williams bwillx@email.msm.com,

00-10122 Notice will not be electronically mailed to:
Cornelius Appleby
Appleby, Crowne, Harris and Quirk
611 E. 21st Street
Columbia, MD 21046

Hardy Hansen
Hansen & Hansen
1234 Main St
San Antonio, TX 78209

Perry Mason
Mason & Associates
217 Woodlawn
Houston, TX 77229

Glenn D. West
West, Johnson, Smith and Jones
112 E. Chanook Street

Figure 16

– 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 petition just filed. Attorney users will be presented with a PACER login screen to access these features.

— 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.

Objections to Motions

For Attorneys

This lesson explains how to docket an objection (or a response) to a motion or application. The example used is an objection to a Motion to Avoid a Lien.

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.)**

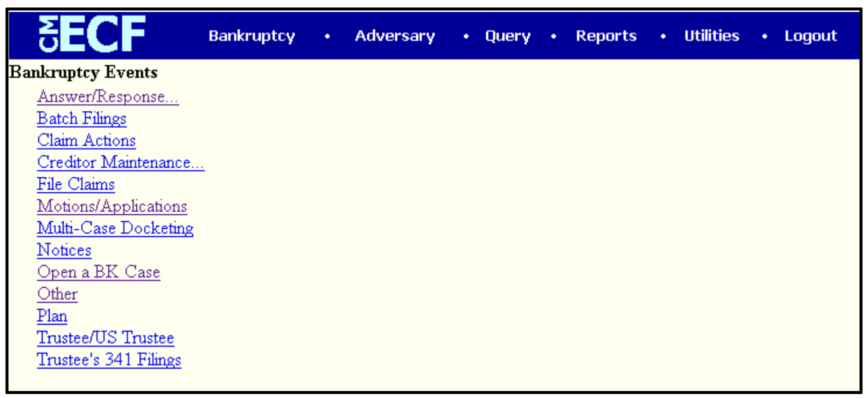


Figure 2

– Click the Answer/Response hyperlink.

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

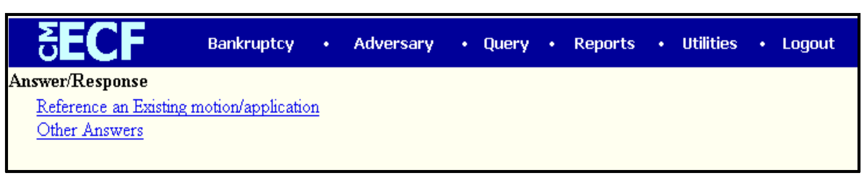


Figure 3

– Click the Reference an existing motion/application hyperlink.

STEP 4 The **CASE NUMBER** screen displays **(See Figure 4.)**

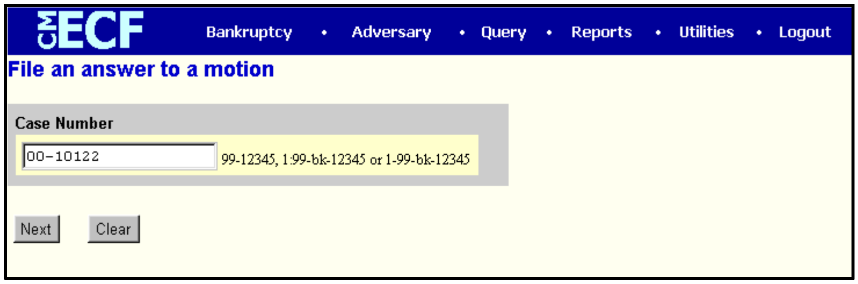


Figure 4

— Enter the correct case number, including the hyphen.

— Click **[Next].**

STEP 5 The **DOCUMENT TYPE SELECTION** screen displays.
(See Figure 5.)

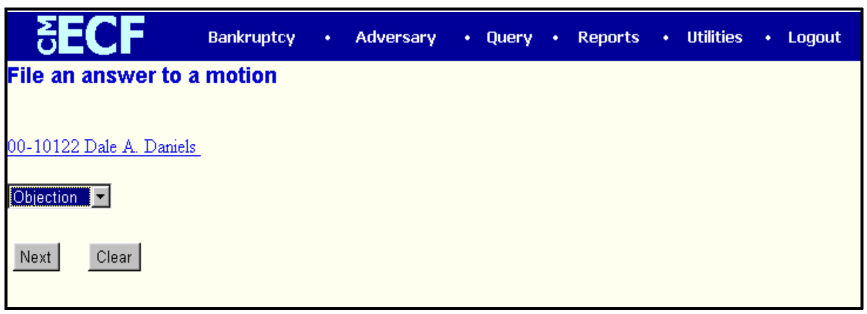


Figure 5

— Click on the down arrow in the **Document Type** pick list.

— Your choices in the starter database are Objection, Reply or Response. Highlight *objection*.

— Click **[Next]**.

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

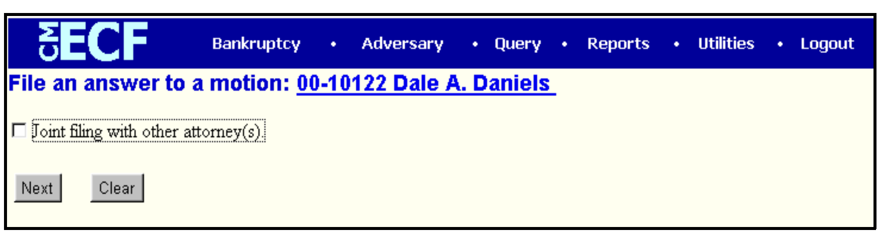


Figure 6

— This screen will only be used if another attorney is joining in this filing. No action is necessary.

— Click **[Next]**.

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

Figure 7

— The party for whom you are filing the objection in this example is Householders Finance.

— Since the party name (Householders Finance) does not display in the **Select The Party** box, they need to be added to this case.

— Click the Add/Create New Party hyperlink.

STEP 8 The **PARTY SEARCH** screen displays. **(See Figure 8.)** You must first search the database to retrieve the party record. If the party is new to the court, a new party record must be created.

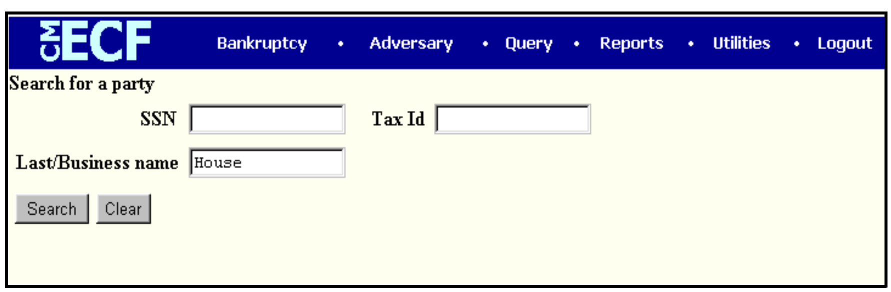


Figure 8

— It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien, Garcia-Barrera)
- 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)

— Click in the **Last/Business name** box and enter the last (or partial) name or business name of the party. We have entered House for Householders Finance.

— Click **[Search]** .

STEP 9 The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were made for Householders Finance. **(See Figure 9.)**

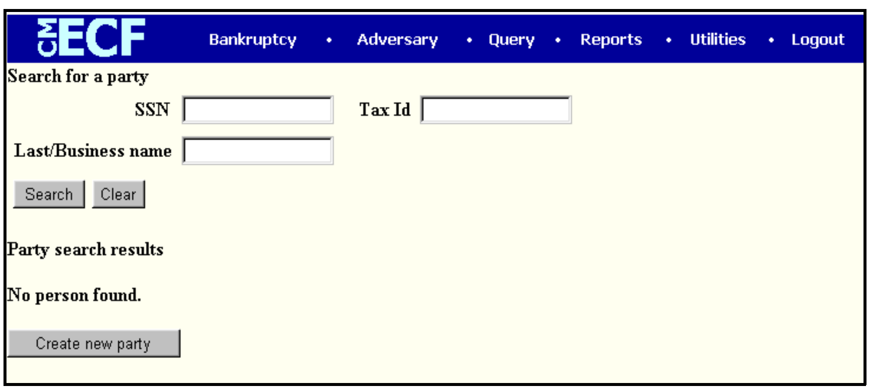


Figure 9

— Click the **[Create new party]** button.

STEP 10 The **PARTY INFORMATION** screen will then appear. **(See Figure 10.)**

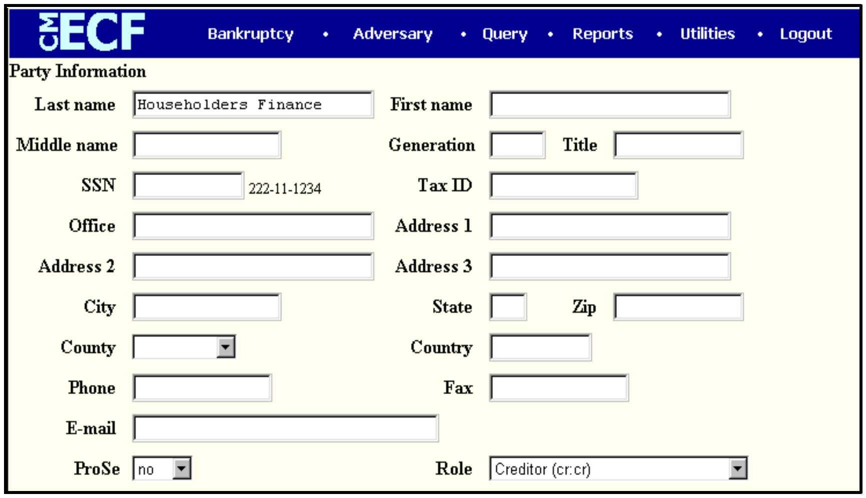


Figure 10

– Complete all appropriate name fields. The entire business name should be entered in the Last Name field. Do not add address information.

– Since this party is represented by an attorney, do not change the pro se default value of No.

– Click to expand the Party Role list arrow – and highlight Creditor (cr:cr).

– Click **[Submit]**.

STEP 11 The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list (Householders Finance). **(See Figure 11.)**

Figure 11

— Click **[Next]**.

STEP 12 The **ATTORNEY/PARTY ASSOCIATION** screen appears. **(See Figure 12.)**

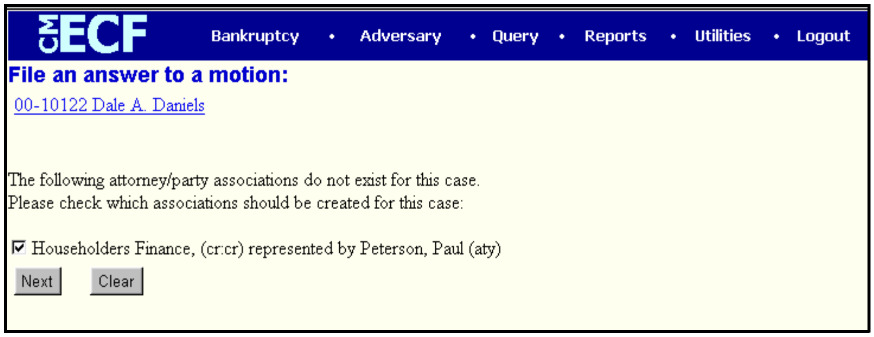


Figure 12

— Since your party, Householders Finance, is new, this screen will establish you as counsel for them on this case. Paul Peterson is used as an example.

— Check the box and click **[Next].**

STEP 13 The **PDF DOCUMENT SELECTION** screen displays. **(See Figure 13.)**

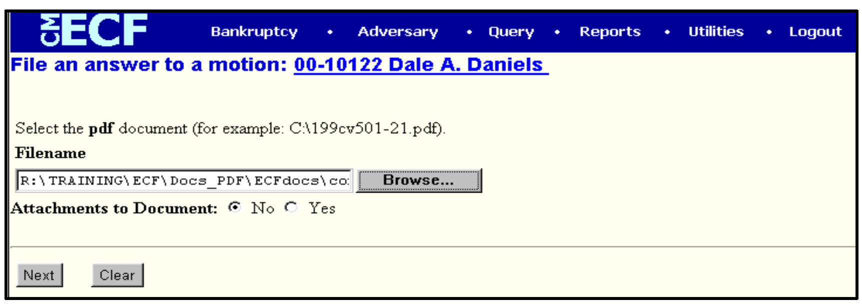


Figure 13

— Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

— Double-click the PDF file to select it.

— There will not be any Attachments to the objection in this lesson. Accept the **No** default radio button.

— Click **[Next]**.

STEP 14 The **PENDING MOTIONS** screen appears. **(See Figure 14a.)**

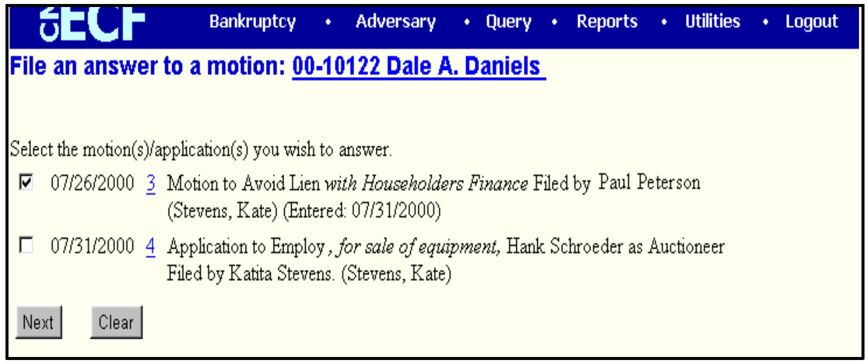


Figure 14a

— Select the appropriate motion you wish to answer 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.

— In preparation for enhancing the **FINAL DOCKET TEXT** screen, you can use a Windows shortcut to assist your processing.

- Using your mouse, highlight the text of the Motion to Avoid Lien. **(See Figure 14b.)**

Figure 14b

- From the browser Edit pull down menu, select Copy or execute the keystroke **[Ctrl+C]**. This will store the text in the Windows clipboard until you are ready to paste it into the final docket text.

- This utility can eliminate extra typing and also make the entries of the same type on the docket sheet more standardized. This step is optional; the final docket text can still be modified by typing additional text.

— Click **[Next]**.

STEP 15 A reminder message will display to ensure the final docket text is complete and meaningful. **(See Figure 15.)**

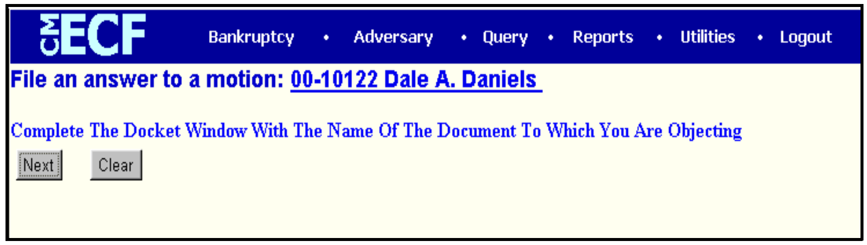


Figure 15

— Click **[Next]**.

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

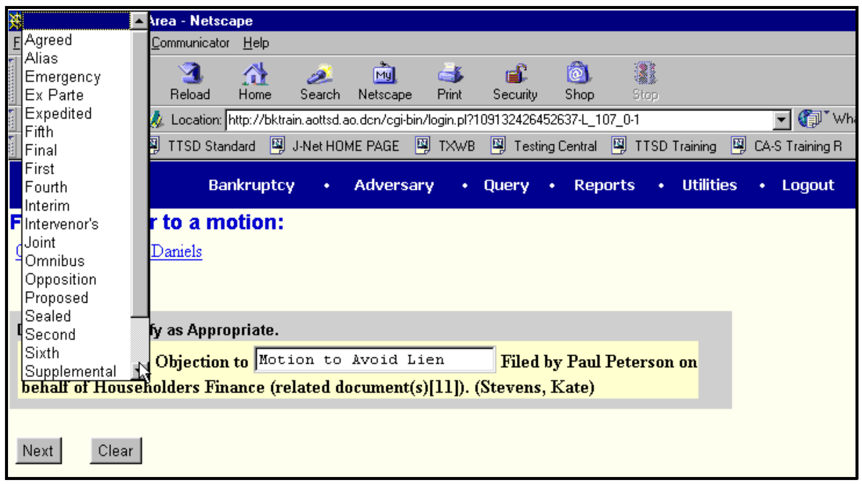


Figure 16

— These prefixes are optional. **(See pop-up menu above.)**

— Complete the docket text with the appropriate prefix and descriptive detail. If you have copied the text from the motion in Step 11, position your cursor within the text box and click on Edit on the browser Menu bar and select Paste, or, alternatively use the keystroke [Ctrl + V] to paste.

— Click **[Next]**.

STEP 17 The **FINAL DOCKET TEXT** screen appears. **(See Figure 17.)**

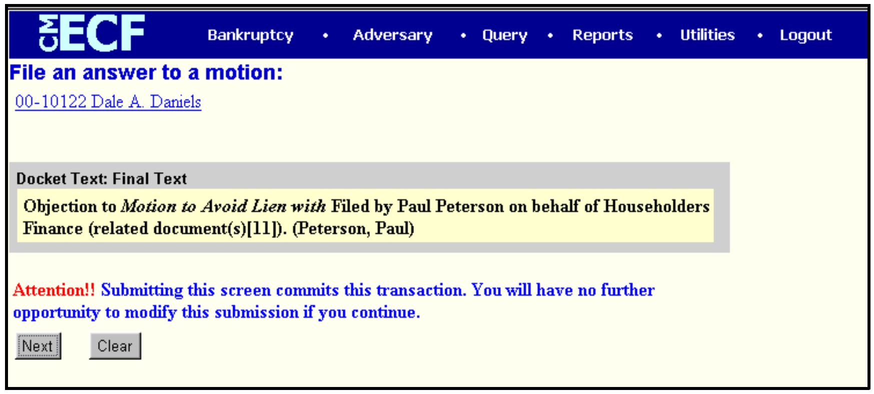


Figure 17

— Use caution on this screen and proof the contents of the entry carefully.

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

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

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

— Users should scroll down to view entire notice.

— Click the browser **[Print]** button to print a copy of this notice.

— You may also save the notice through the browser File/Save option.

Application To Employ
For Trustees and Attorneys

This lesson shows the steps of submitting an Application to Employ filed by a Chapter 7 Trustee. The same process can be applied to filing other motions or application.

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

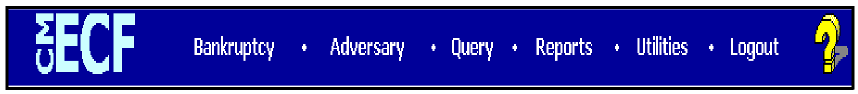


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. **(See Figure 2.)** Your screen may appear different. Menu selections are assigned by user permissions and vary by court.

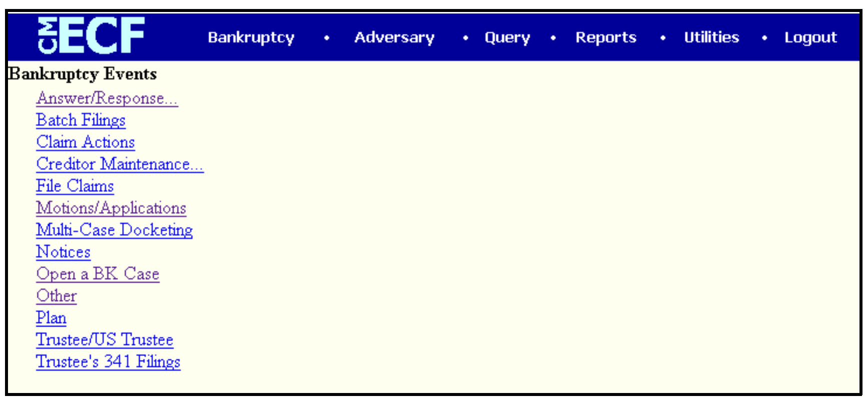


Figure 2

– Click the Motions/Applications hyperlink.

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

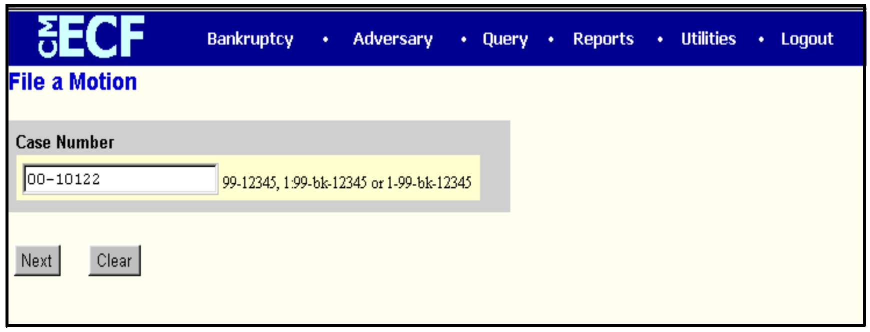


Figure 3

— Enter the case number in YY-NNNNN format.

— Click **[Next]**.

STEP 4 The **DOCUMENT SELECTION** screen displays. **(See Figure 4.)**

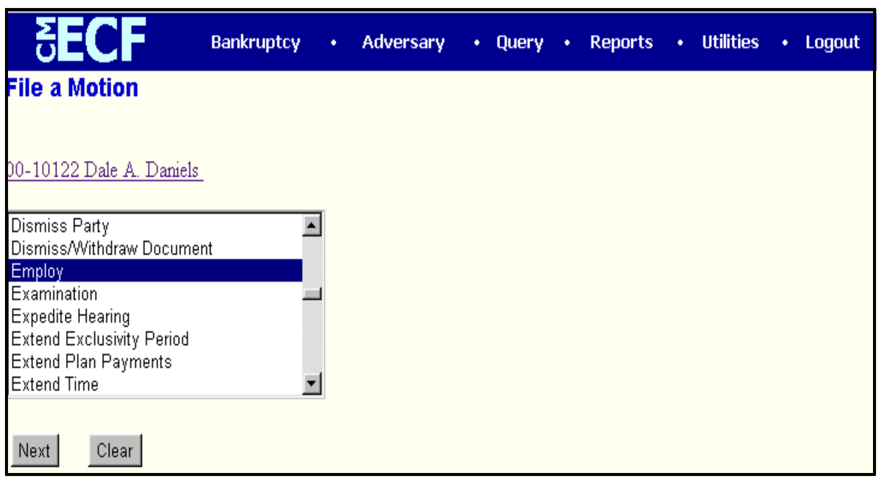


Figure 4

— Scroll the **File a Motion** box to select the Employ relief.

NOTE: To locate your event quickly, type the first letter of the entry (*E* for Employ) and the highlight bar will immediately select the first event beginning with E.

— Click **[Next]**.

STEP 5 The attorney **JOINT FILING** screen will then display. **(See Figure 5.)**

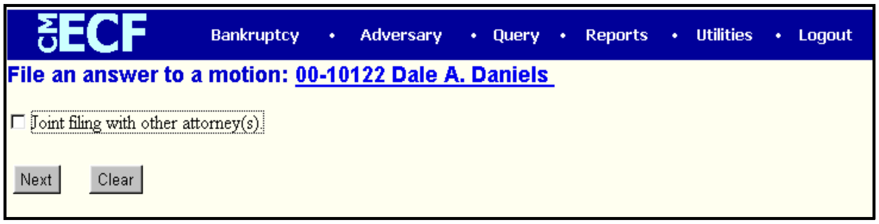


Figure 5

— This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen.

— If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.

— Click **[Next]**.

STEP 6 The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. **(See Figure 6.)**

Figure 6

— Locate and select the trustee in the **Party Selection** window. Click **[Next]** to continue.

STEP 7 The **ATTORNEY/PARTY ASSOCIATION** screen may appear. **(See Figure 7.)**

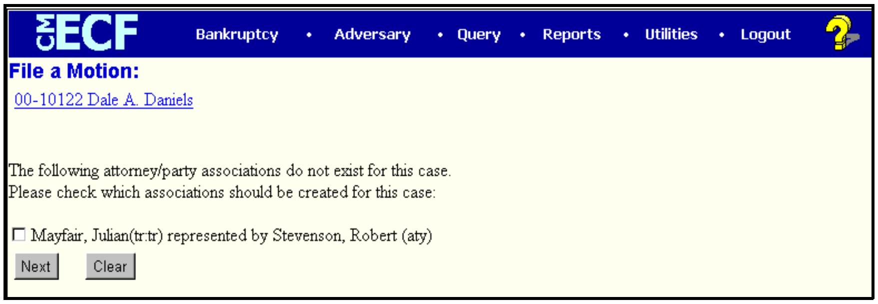


Figure 7

— This screen presents a check box to link the filer to the attorney. As a trustee, if you are not filing this application in the capacity of the *attorney for the trustee*, skip this screen.

If an attorney is filing this for another party she or he represents and this screen is presented, check the box to establish this relationship.

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

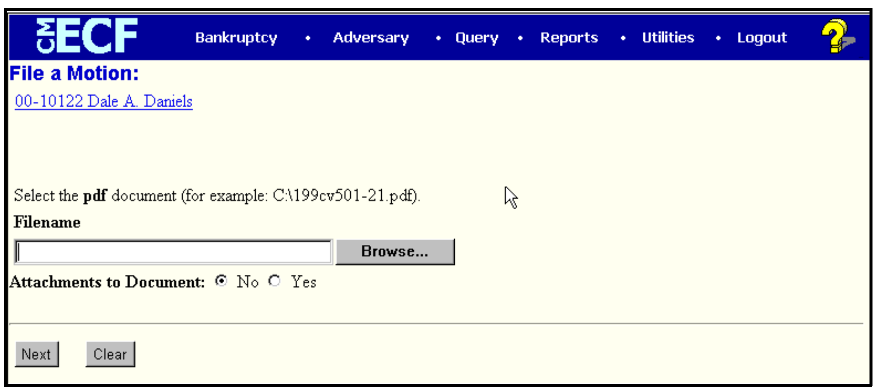


Figure 8a

— Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.

- 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 8b.)**

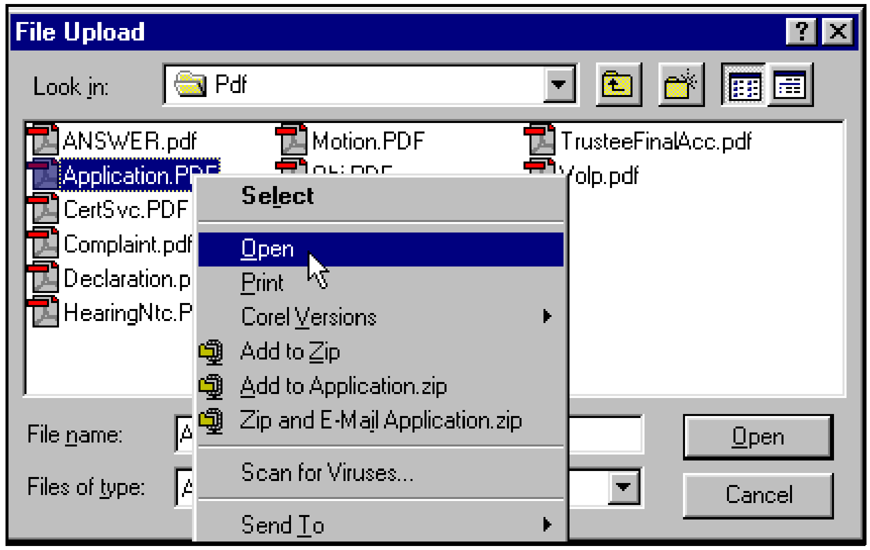


Figure 8b

- This will launch the Adobe Acrobat Reader which will 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. **(See Figure 8c.)**

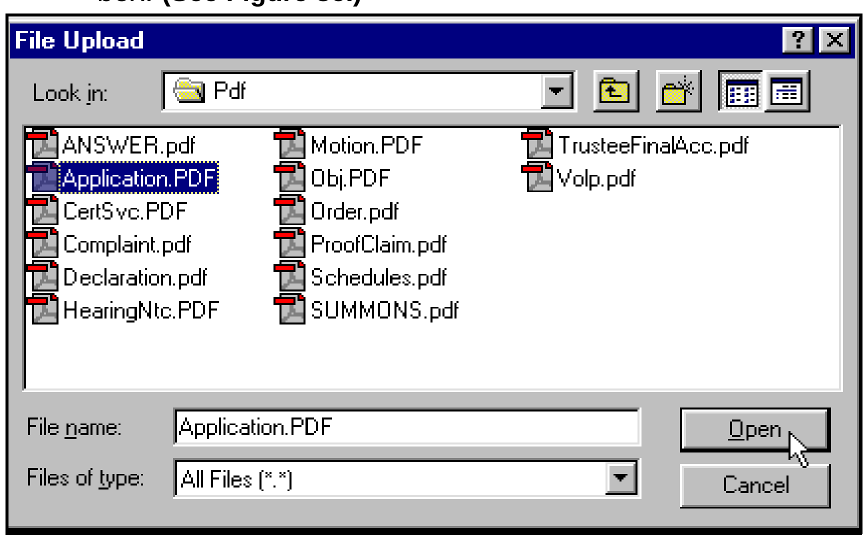


Figure 8c

— Some courts require proposed orders **attached** to each motion or application. To illustrate the feature of CM/ECF that allows **attachments** to the main document, click the **Yes** radio button to the right of the **Attachments to Document** prompt if you have an attachment to the motion.* (Refer again to Figure 8a.)

NOTE: Please note that the PDF file for the Application to Employ is not an **attachment.** An **attachmen**t is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

– Click **[Next]** to continue with the attachment process.

STEP 9 If you selected the **yes** radio button, the **ATTACHMENT** screen is presented next. **(See Figure 9.)**

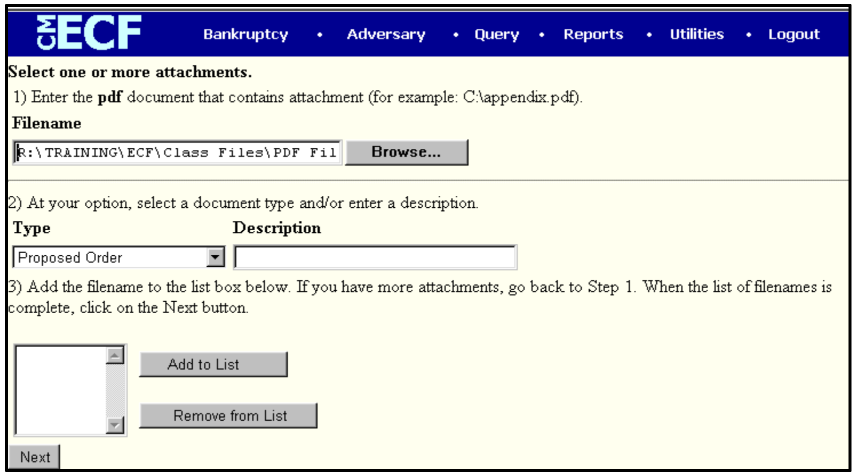


Figure 9

— There are three steps to the attachment process:

1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF file for the proposed order 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.
    - Double-click the PDF file to select it.
    - Verify that the document is correct and minimize or close the Adobe application by clicking on "-" or "x" in the control box in the upper right hand corner of the PDF document.

2. Select the attachment type from the drop down list.

   - You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter “A “ to signify this is Exhibit A. This description goes into docket text.

3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1 - 3..

— Click **[Next]**.

STEP 10 A **DOCUMENT INFORMATION** screen displays next. **(See Figure 10.)**

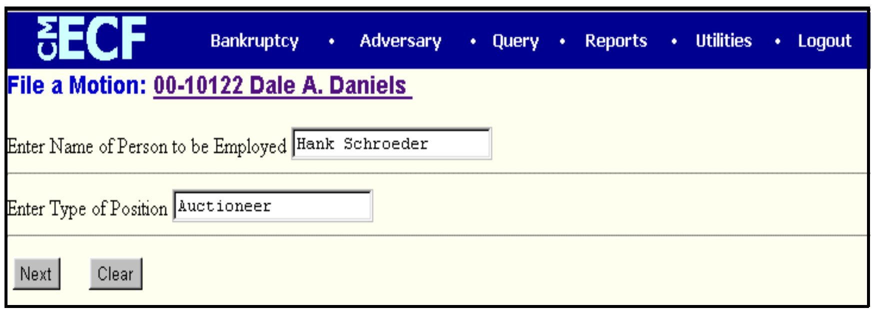


Figure 10

— The information typed in the windows displayed above will appear in docket text. Follow local court conventions for entering this data.

— Click **[Next]** to continue.

STEP 11 The **MODIFY TEXT** screen will display a supplemental text box and a prefix box to add more detail to the docket text. **(See Figure 11.)**

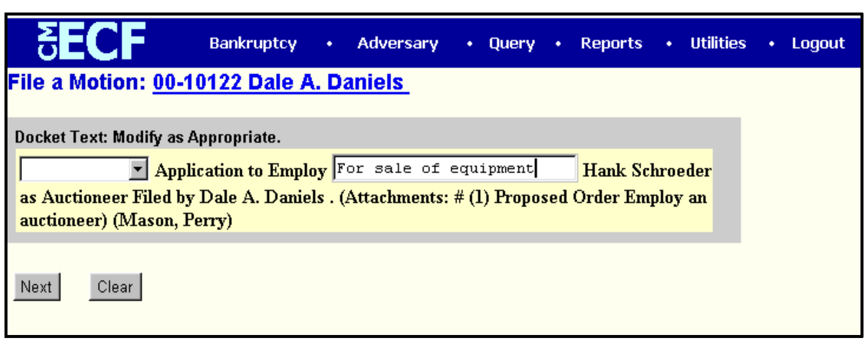


Figure 11

- 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.

STEP 12 The **FINAL APPROVAL** screen will appear. **(See Figure 12.)**

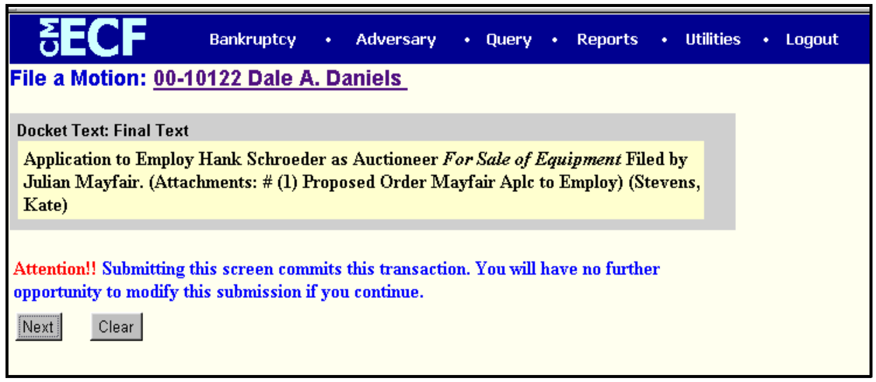


Figure 12

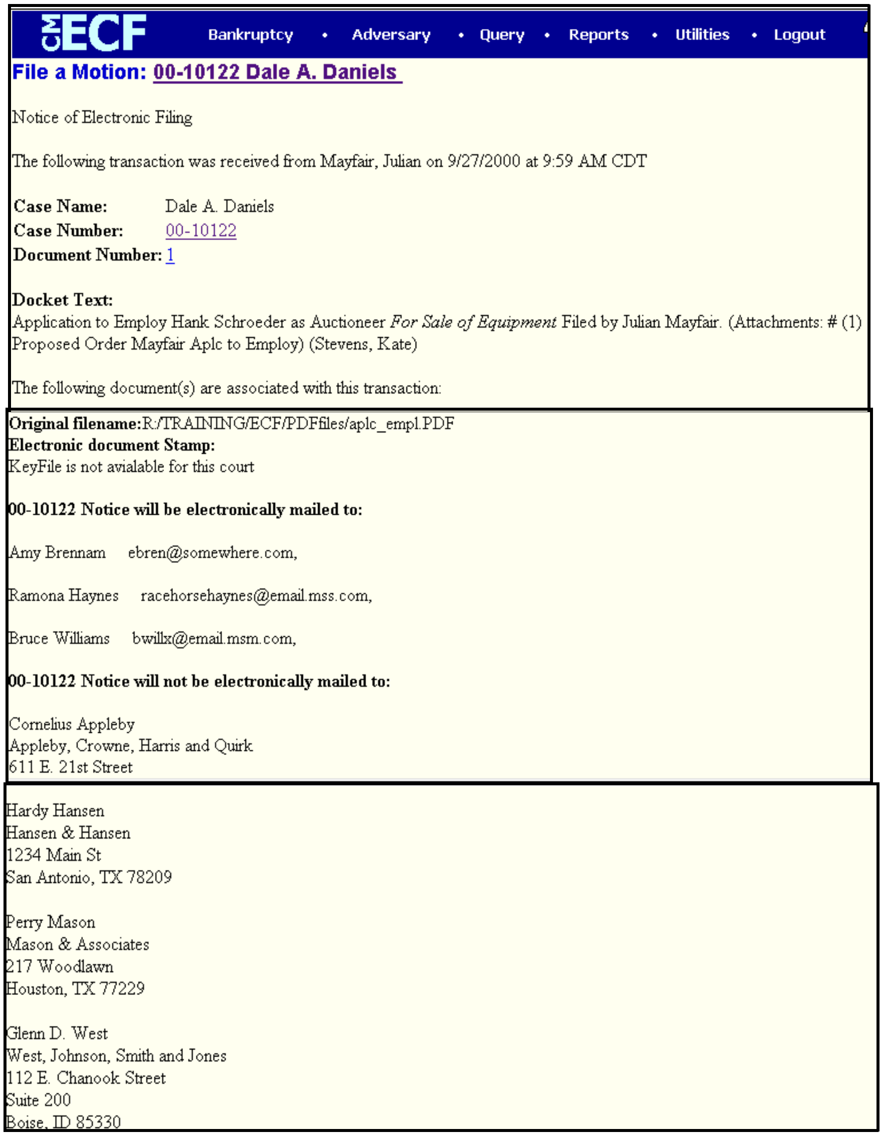
— Verify the final docket text. Read the warning message and proceed.

— If correct, click **[Next]**

— If the final docket text is incorrect:

- Click the browser **[Back]** button to find the errors(s) and proceed with the event..
- To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

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



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

File a Motion: 00-10122 Dale A. Daniels

Notice of Electronic Filing

The following transaction was received from Mayfair, Julian on 9/27/2000 at 9:59 AM CDT

Case Name: Dale A. Daniels
Case Number: 00-10122
Document Number: 1

Docket Text:
Application to Employ Hank Schroeder as Auctioneer *For Sale of Equipment* Filed by Julian Mayfair. (Attachments: # (1) Proposed Order Mayfair Aplc to Employ) (Stevens, Kate)

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

Original filename:R:/TRAINING/ECF/PDFfiles/aplc_empl.PDF
Electronic document Stamp:
KeyFile is not avialable for this court

00-10122 Notice will be electronically mailed to:

Amy Brennam ebren@somewhere.com,

Ramona Haynes racehorsehaynes@email.mss.com,

Bruce Williams bwillx@email.msm.com,

00-10122 Notice will not be electronically mailed to:

Cornelius Appleby
Appleby, Crowne, Harris and Quirk
611 E. 21st Street

Hardy Hansen
Hansen & Hansen
1234 Main St
San Antonio, TX 78209

Perry Mason
Mason & Associates
217 Woodlawn
Houston, TX 77229

Glenn D. West
West, Johnson, Smith and Jones
112 E. Chanook Street
Suite 200
Boise, ID 85330

Figure 13

- 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 application just filed.

- Description of **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.

  Associated 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.

— To print a copy of this notice click the browser **[Print]** icon.

— You may also save the notice through the browser **File/Save** option.

STEP 13 Trustee and Attorneys and other external CM/ECF users will have access to the Notice of Electronic Filing when it is first generated.

When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, it must go through the Public Access to Electronic Records (PACER) program. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below. . **(See Figure 13.)**

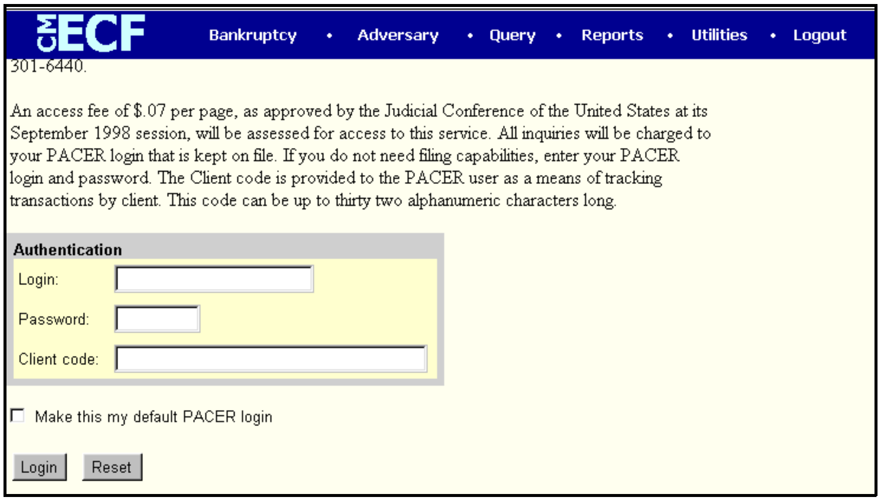


Figure 13

Cases Report

For Attorneys

This lesson describes the Cases Report and how it can be generated. The Cases report presents information from the court's database with a variety of selection criteria for case management and tracking.

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

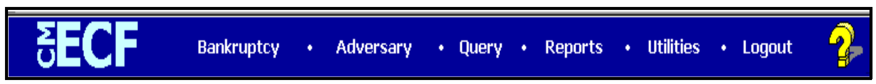


Figure 1

STEP 2 The **REPORTS** screen displays with a list of reports that can be generated **(See Figure 2.)**

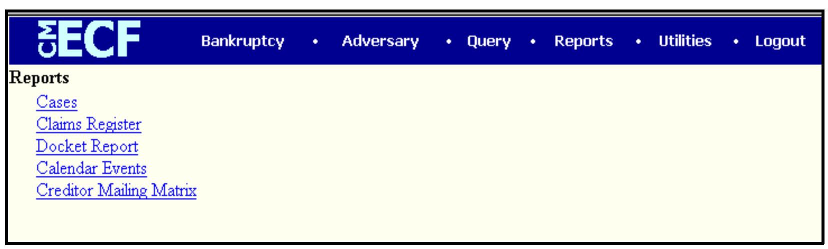


Figure 2

– Click on the Cases hyperlink.

STEP 3 The **PACER LOGIN** screen displays **(See Figure 3)**.

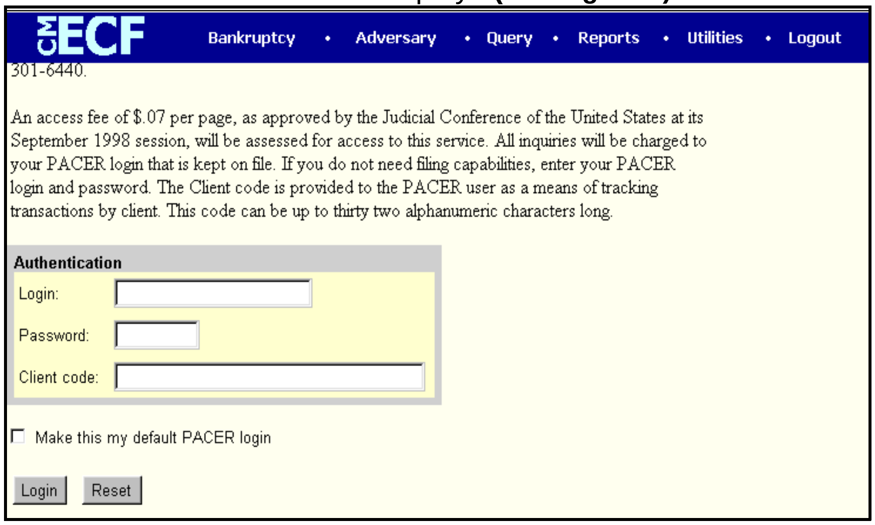


Figure 3

NOTE: The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.

— Enter your PACER assigned **Login** and **Password** (These fields are case sensitive).

— Enter the **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a session, go to Change Client Code under the Utilities Menu.

— Click on the **[Login]** button.

STEP 4 The **CASES REPORT** selection screen displays. **(See Figure 4.)**

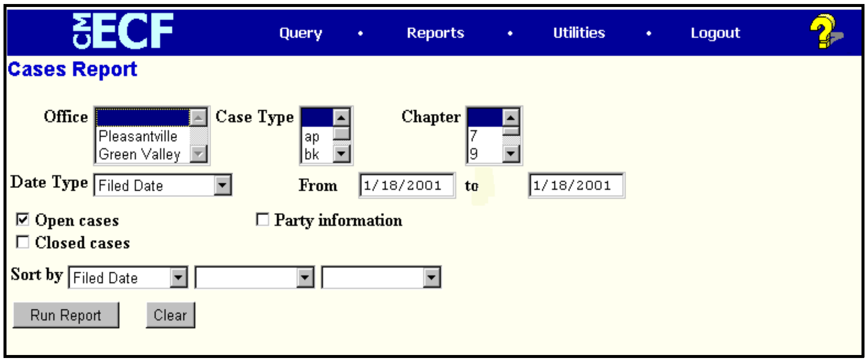


Figure 4

– The following fields are available for selecting/entering criteria for generating the Cases Report:

- **Office** – Allows you to specify the divisional office activity you want cases to be included on the report. The default is all offices.
- **Case Type** – The choices are **ap** - Adversary Proceedings or **bk** - Bankruptcy The default is all cases.
- **Chapter** – Cases can be selected by Chapter **7**, **9**, **11**, **12**, **13**, or **304**. The default is all chapters.
- **Date Type** – Allows you to specify which date is used when generating the report. The choices are **Filed**, **Entered**, **Discharged**, **Dismissed**, **Closed**, or **Converted**. The default is Filed Date.
- **From/to** – Enter a beginning and/or ending date. The default is the current date. For one day's activity, the dates should be the same in both fields. Enter dates by MM/DD/YY or MM/DD/YYYY.
- **Open cases** – You can restrict activity by open or closed cases. A check mark is defaulted in this box.
- **Closed cases** – The option to include or exclude closed cases is available. The default in this box is no Closed cases.

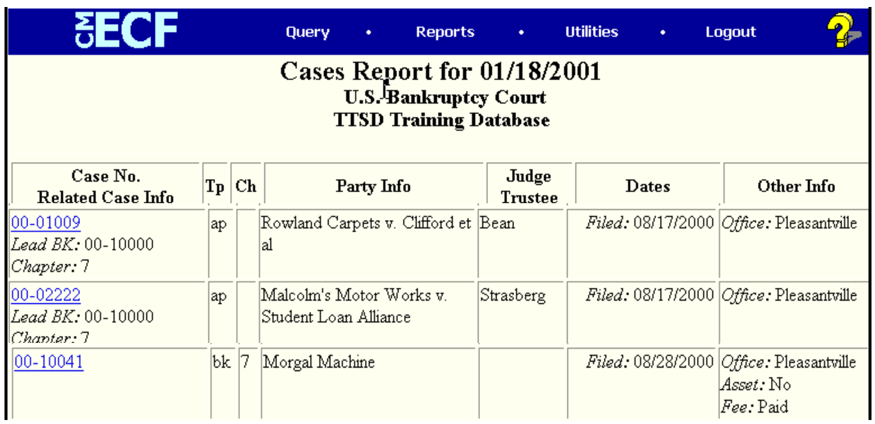
- **Party information** – Placing a check mark in this box will allow you to include additional party information along with each party(s) name (i.e., address, SSN, and TAX ID).

- **Sort by** – Allows you to select up to three sorting order sequences for the report. The choices are **Filed Date**, **Entered Date**, **Case Number**, **Case Type**, or **Office**. The default is Filed Date.

— The **[Clear]** button will reset all fields to their default values.

— After entering your criteria, click on the **[Run Report]** button.

STEP 5 The **CASES REPORT** displays next. **(See Figure 5a.)** All reports can be printed by clicking on the browser's Print button.



Cases Report for 01/18/2001
U.S. Bankruptcy Court
TTSD Training Database

Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
00-01009 *Lead BK:* 00-10000 *Chapter:* 7	ap		Rowland Carpets v. Clifford et al	Bean	*Filed:* 08/17/2000	*Office:* Pleasantville
00-02222 *Lead BK:* 00-10000 *Chapter:* 7	ap		Malcolm's Motor Works v. Student Loan Alliance	Strasberg	*Filed:* 08/17/2000	*Office:* Pleasantville
00-10041	bk	7	Morgal Machine		*Filed:* 08/28/2000	*Office:* Pleasantville *Asset:* No *Fee:* Paid

Figure 5a

— The following information will be displayed on the Cases Report:

- **Case No./Related Case Info** – Displays the assigned case number, chapter, and debtor. Clicking on the case number hyperlink will allow you to generate a Docket Report.

  If the Case Type is an Adversary Proceeding **(ap)**, the "Lead" case number appears beneath the adversary case number hyperlink.

- **Tp** (Type Proceeding) – Displays either **ap** or **bk**.

- **Ch** (Chapter) – Displays either **7**, **9**, **11**, **12**, **13**, or **304**.

- **Party Info** – Displays the debtor (and joint debtor) information for bankruptcy cases. Plaintiff information will also be displayed for **ap** cases. An additional row will be displayed for some lead bankruptcy case information.

- **Judge/Trustee** – If there is a trustee on a bankruptcy case, the name appears directly below the judge's name.

- **Dates** – Date information will include the dates the proceedings were either **Filed**, **Converted**, **Dismissed**, **Discharged**, **Closed**, or **Entered**.

- **Other Info** – Other information may include the divisional office, asset designation, and fee status.

— A Transaction Receipt will be displayed at the end of the report summarizing the criteria used, the number of cases that were

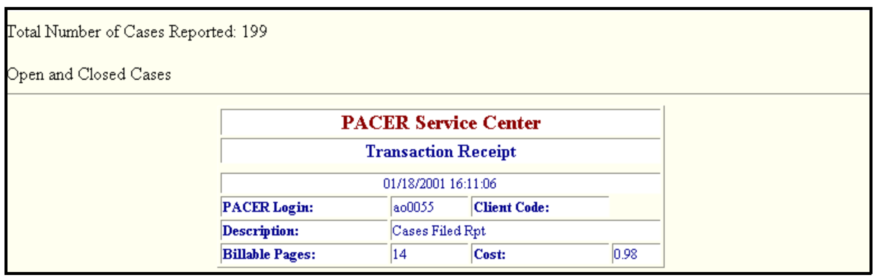


Figure 5b

included, and number of billable pages. **(See Figure 5b.)**

— Clicking on any of the Case Number hyperlinks will display the **DOCKET SHEET** screen, allowing you to enter criteria for generating the Docket Report. **(See Figure 5c.)**

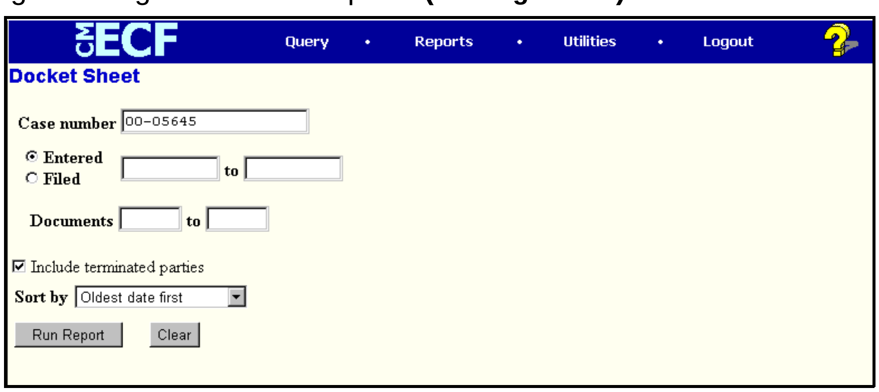


Figure 5c

NOTE: Refer to the **DOCKET REPORT** module in your CM/ECF Student Guide for more information on the Docket Report.

Docket Report

For Attorneys

This lesson describes the public Docket Report, sometimes called a Docket Sheet, and how it can be generated.

STEP 1 After you have logged in to CM/ECF, click on the Reports hyperlink on the CM/ECF Main Menu **(See Figure 1)**.

Figure 1

STEP 2 The **REPORTS** screen displays, with a list of reports that can be generated **(See Figure 2)**.

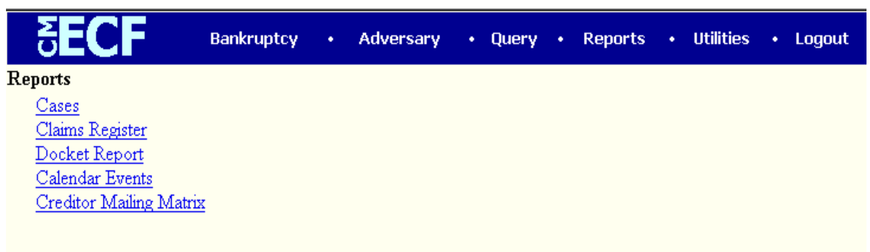


Figure 2

– Click on the Docket Report hyperlink.

STEP 3 The **PACER LOGIN** screen displays **(See Figure 3)**.

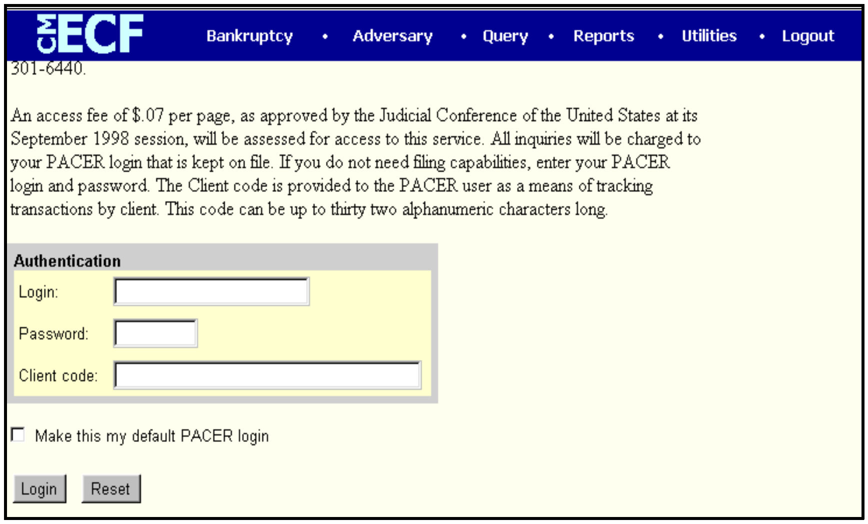


Figure 3

NOTE: Access to any CM/ECF queries or reports by non-court users must be through the Public Access to Court Electronic Records (PACER) program. If you have not done so already, you must register with the PACER Service Center to be given a login and password. Note the information that is provided to users on the screen above.

— Enter your PACER **Login** and **Password**. (These fields are case sensitive).

— Enter the **Client Code** (optional). This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared.

— Click on the **[Login]** button.

STEP 4 The **DOCKET REPORT** selection screen displays **(See Figure 4)**.

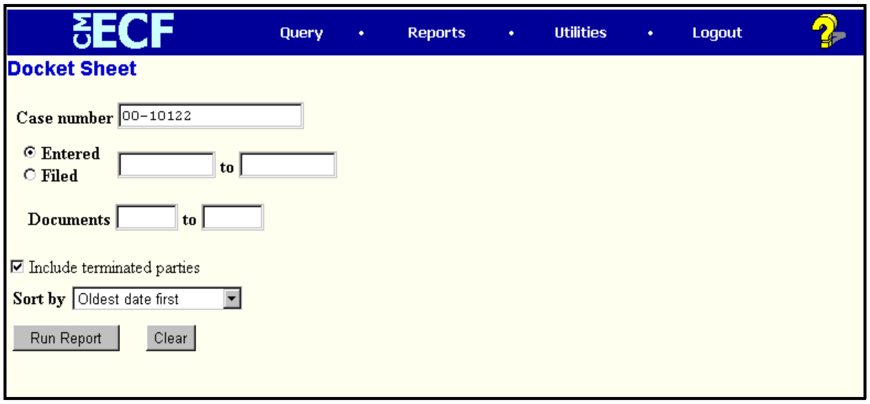


Figure 4

— The following fields are available for selecting/entering criteria for generating the Docket Report:

- **Case number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.

- **Entered/Filed** – To limit which entries are shown by date, select either "Entered" (when the entry was recorded by the court in CM/ECF) or "Filed" (when the document was filed).

  Enter the start and stop date in the format mm/dd/yy or mm/dd/yyyy.

  You can enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the specified date. If no dates are entered, all entries will be selected.

- **Documents** – To limit entries by document number, enter the beginning and ending numbers. This feature enables users to be charged only for the desired data on large cases.

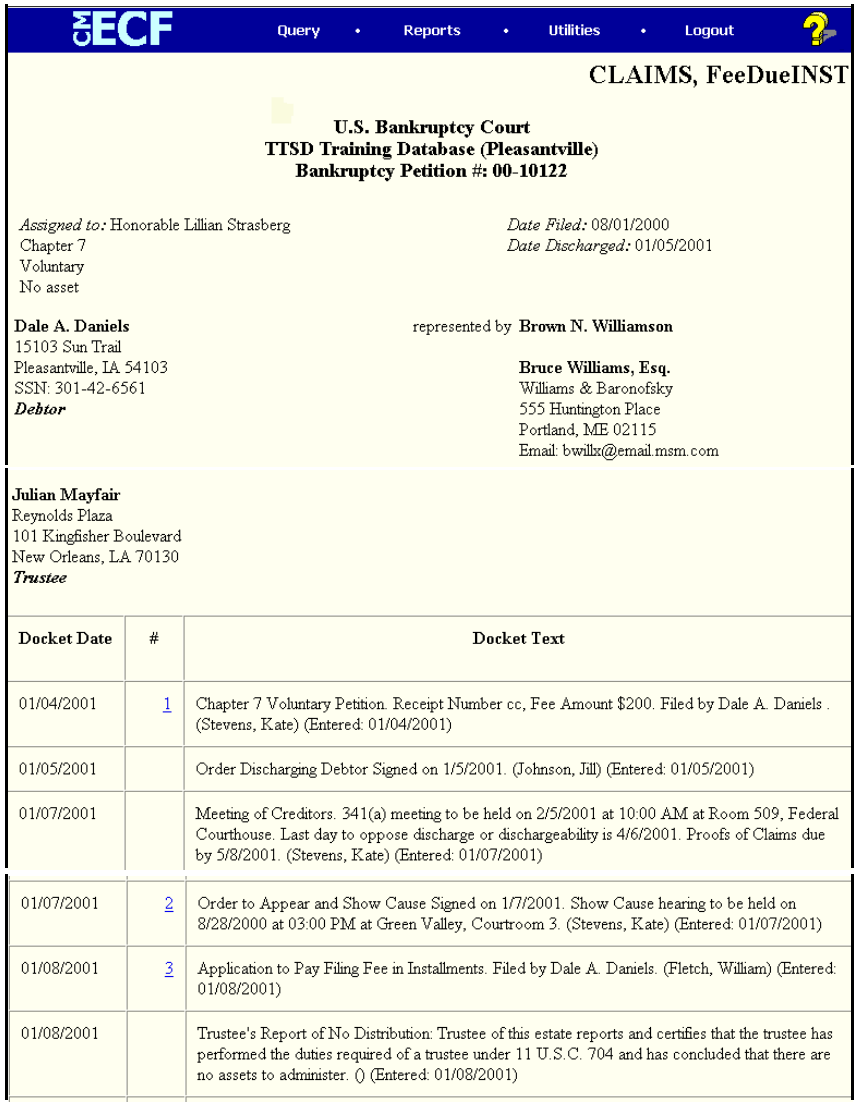
- **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.

- **Sort by** – This selection allows you to sort the entries in the report by "Oldest date first" or "Most recent date first". This can also affect the number of pages and PACER charges if you are interested only in the most current activity.

— The **[Clear]** button will reset all fields to their default values.

— After entering your criteria, click on the **[Run Report]** button.

STEP 5: The **DOCKET REPORT** displays **(See Figure 5a)**:


CM/ECF Query • Reports • Utilities • Logout

CLAIMS, FeeDueINST

U.S. Bankruptcy Court
TTSD Training Database (Pleasantville)
Bankruptcy Petition #: 00-10122

Assigned to: Honorable Lillian Strasberg
Chapter 7
Voluntary
No asset

Date Filed: 08/01/2000
Date Discharged: 01/05/2001

Dale A. Daniels
15103 Sun Trail
Pleasantville, IA 54103
SSN: 301-42-6561
Debtor

represented by **Brown N. Williamson**

Bruce Williams, Esq.
Williams & Baronofsky
555 Huntington Place
Portland, ME 02115
Email: bwillx@email.msm.com

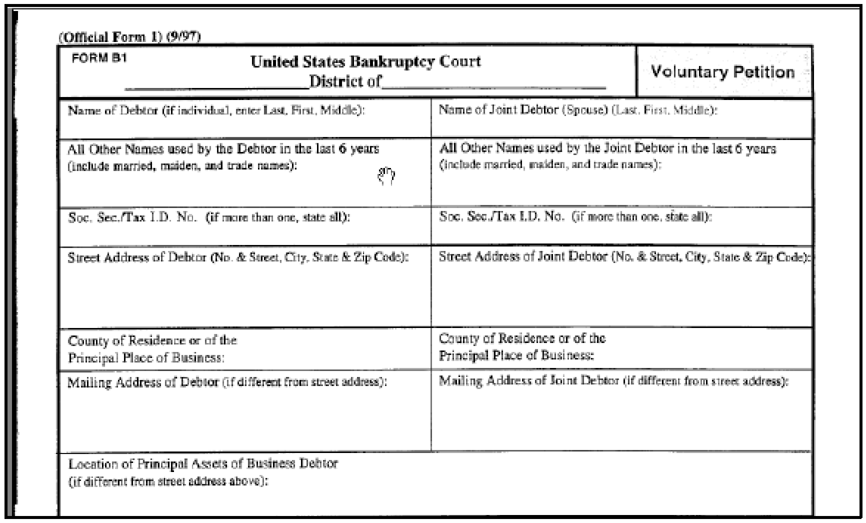
Julian Mayfair
Reynolds Plaza
101 Kingfisher Boulevard
New Orleans, LA 70130
Trustee

Docket Date	#	Docket Text
01/04/2001	1	Chapter 7 Voluntary Petition. Receipt Number cc, Fee Amount $200. Filed by Dale A. Daniels . (Stevens, Kate) (Entered: 01/04/2001)
01/05/2001		Order Discharging Debtor Signed on 1/5/2001. (Johnson, Jill) (Entered: 01/05/2001)
01/07/2001		Meeting of Creditors. 341(a) meeting to be held on 2/5/2001 at 10:00 AM at Room 509, Federal Courthouse. Last day to oppose discharge or dischargeability is 4/6/2001. Proofs of Claims due by 5/8/2001. (Stevens, Kate) (Entered: 01/07/2001)
01/07/2001	2	Order to Appear and Show Cause Signed on 1/7/2001. Show Cause hearing to be held on 8/28/2000 at 03:00 PM at Green Valley, Courtroom 3. (Stevens, Kate) (Entered: 01/07/2001)
01/08/2001	3	Application to Pay Filing Fee in Installments. Filed by Dale A. Daniels. (Fletch, William) (Entered: 01/08/2001)
01/08/2001		Trustee's Report of No Distribution: Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer. () (Entered: 01/08/2001)

Figure 5a

NOTE: Any "Case Flags" pertaining to the status of the case will be displayed at the top-right corner of the report. This particular case has two (2) flags: Claims have been docketed to this case, and Fee Installment Payments are due.

– If you click on a "blue" document number hyperlink, the following will be displayed, allowing you to view the associated PDF document for that docket entry **(See Figure 5b)**.



(Official Form 1) (9/97)

FORM B1 **United States Bankruptcy Court** ________ District of ________ **Voluntary Petition**

Name of Debtor (if individual, enter Last, First, Middle):	Name of Joint Debtor (Spouse) (Last, First, Middle):
All Other Names used by the Debtor in the last 6 years (include married, maiden, and trade names):	All Other Names used by the Joint Debtor in the last 6 years (include married, maiden, and trade names):
Soc. Sec./Tax I.D. No. (if more than one, state all):	Soc. Sec./Tax I.D. No. (if more than one, state all):
Street Address of Debtor (No. & Street, City, State & Zip Code):	Street Address of Joint Debtor (No. & Street, City, State & Zip Code):
County of Residence or of the Principal Place of Business:	County of Residence or of the Principal Place of Business:
Mailing Address of Debtor (if different from street address):	Mailing Address of Joint Debtor (if different from street address):
Location of Principal Assets of Business Debtor (if different from street address above):	

Figure 5b

– A Transaction Receipt will be displayed at the end of the report indicating the number of billable pages **(See Figure 5c)**.

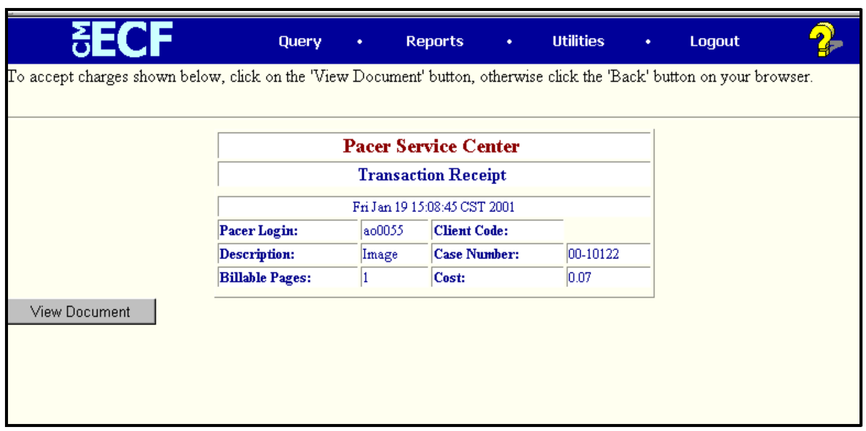


Figure 5c

– Click on the **[View Document]** button to view the associated PDF document.

– After viewing the PDF document, click on the **[Back]** icon of your internet browser's tool bar to return to the previously displayed screens.

NOTE: DO NOT exit out of your document reader by using the Close **"X"** button at the top-right corner of your screen. This will exit you out of CM/ECF.

Claims Register

The **Claims Register** report can be generated from the Reports hyperlink on the CM/ECF Main Menu Bar.

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

Figure 1

STEP 2 The **REPORTS** screen will then be displayed. **(See Figure 2.)**

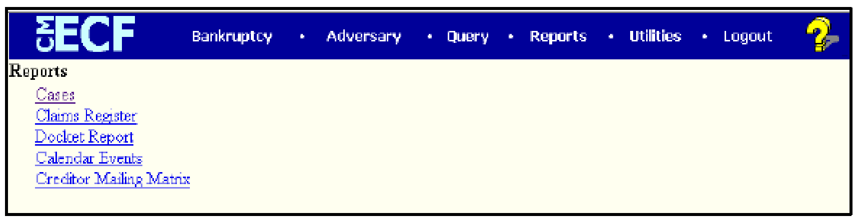


Figure 2

– Select the Claims Register hyperlink.

STEP 3 The PACER login screen will then be displayed **(See Figure 3.)**

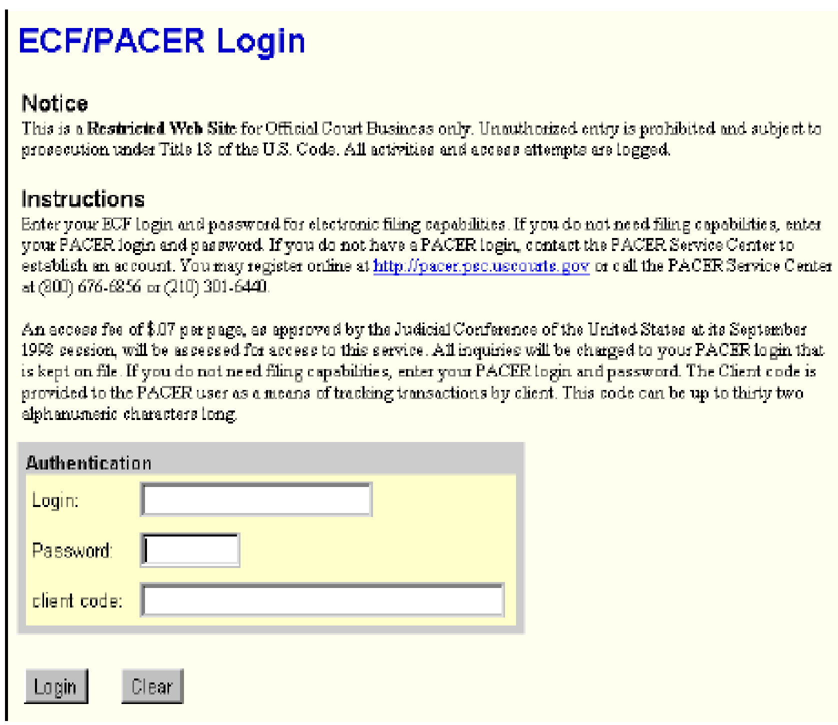


Figure 3

— This screen is for you to enter your PACER login and password. If you do not have a PACER account, please refer to the PACER documentation for CM/ECF.

— After you enter your PACER login and password, and a client code, if desired, click on **[Login]**.

STEP 4 The **Claims Register** information screen displays next. **(See Figure 4.)**

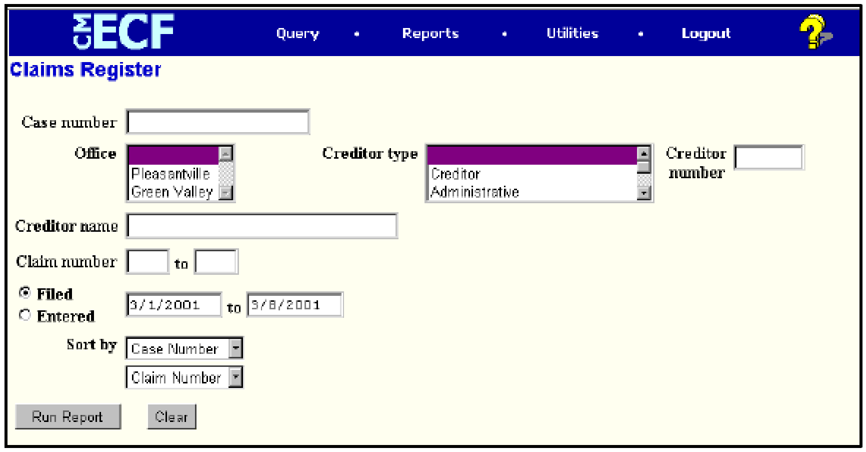


Figure 4

— Claim Register information can be requested by and limited by:

Case Number, (a required field)
Divisional Office,
Creditor Type,
Creditor Number,
Creditor Name,
Claim Number or Number Range,
Filed or Entered Date or Date Range.

— To view all claims activity for a case, enter only the case number.

— Claims can be sorted by

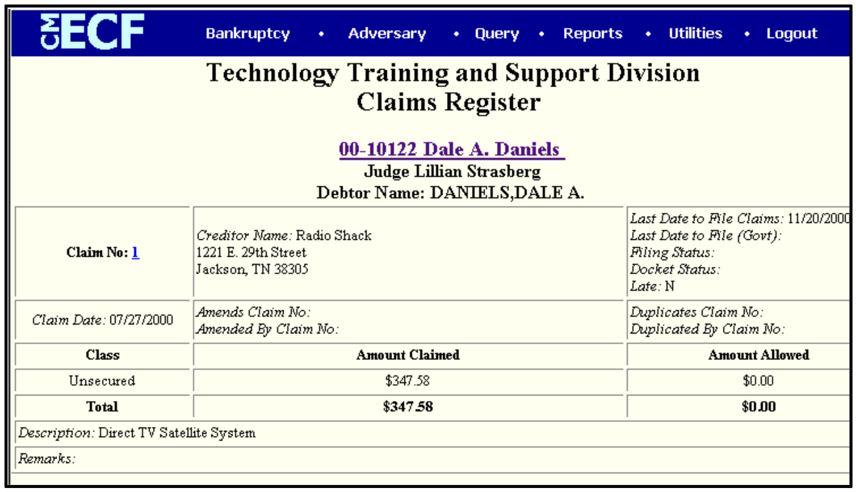
Case Number,
Claim Number,
Creditor Name,
Filed Date,
Office,
Terminal Digit.

You can specify both a primary sort. If claims have the same value for the primary sort, they will be sorted by the secondary sort

— After entering or selecting the desired criteria, click **[Run Report]** to generate the Claims Register report.

NOTE: Creditor numbers are assigned by the system when the records are added to the database. They are used internally and also identify creditors on BNC certificates of service.

STEP 5 The **Claims Register** screen is displayed. **(See Figure 5.)**


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

Technology Training and Support Division
Claims Register

00-10122 Dale A. Daniels
Judge Lillian Strasberg
Debtor Name: DANIELS,DALE A.

Claim No: 1	*Creditor Name:* Radio Shack 1221 E. 29th Street Jackson, TN 38305	*Last Date to File Claims:* 11/20/2000 *Last Date to File (Govt):* *Filing Status:* *Docket Status:* *Late:* N
Claim Date: 07/27/2000	*Amends Claim No:* *Amended By Claim No:*	*Duplicates Claim No:* *Duplicated By Claim No:*
Class	**Amount Claimed**	**Amount Allowed**
Unsecured	$347.58	$0.00
Total	**$347.58**	**$0.00**

Description: Direct TV Satellite System

Remarks:

Figure 5

— Figure 5 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.

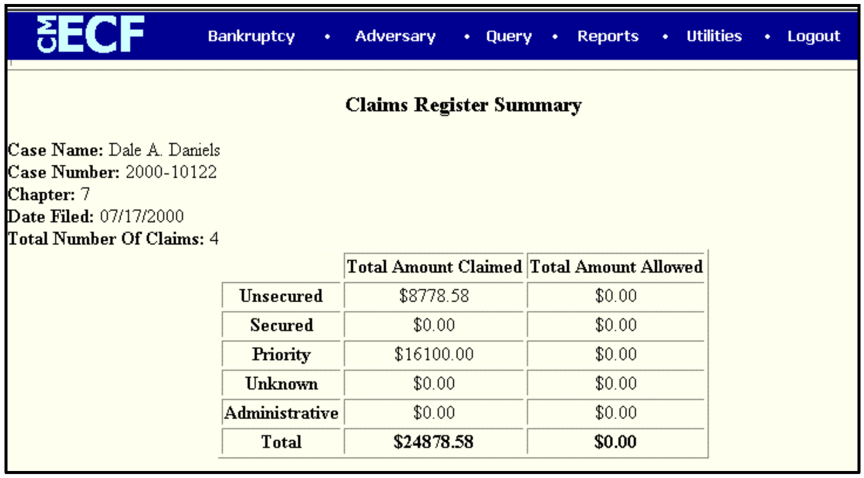
— The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.

— Additional information about each claim is displayed in the upper right hand corner of that claim's section of the report.

- Last Date to File Claims — Claims bar date set at the §341 Meeting setting or trustee's asset notice.
- Last Date to File (Govt) — Governmental claims bar date set when the petition was filed for asset cases.
- Filing Status — Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.
- Docket Status — Status of claim updated by docketed events such as withdrawal of claim, order disallowing claim, etc.
- Late — Yes or No flag signifying when received according to the claims bar date

— This report reflects the current claim situation in the system. Internet PACER users have access to each case's Claims Register.

— At the end of the report is a **Claims Register Summary**, which shows the total amounts of the claims. **(See Figure 6.)**



Claims Register Summary

Case Name: Dale A. Daniels
Case Number: 2000-10122
Chapter: 7
Date Filed: 07/17/2000
Total Number Of Claims: 4

	Total Amount Claimed	Total Amount Allowed
Unsecured	$8778.58	$0.00
Secured	$0.00	$0.00
Priority	$16100.00	$0.00
Unknown	$0.00	$0.00
Administrative	$0.00	$0.00
Total	**$24878.58**	**$0.00**

Figure 6

STEP 6 To print the **Claims Register** report, click on the Print icon on the browser toolbar. You can also save the Claims Register report to a file by clicking File - Save As at the menu.

Answer to Complaint

For Attorneys

This process shows the steps and screens required for an attorney to electronically file the answer to a complaint in an adversary case. For this lesson, we'll assume that you are logged in to the CM/ECF system as the attorney Robert Louis Stevenson.

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.)**

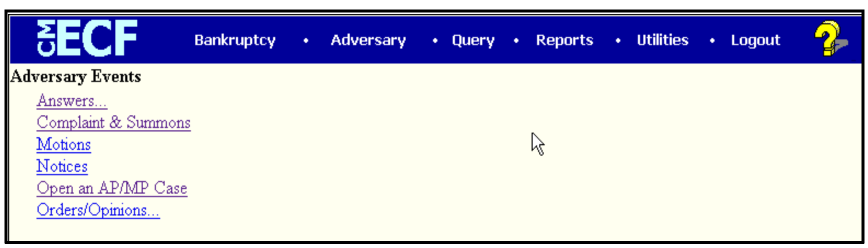


Figure 2

– Click on the Answers... hyperlink.

STEP 3 The next screen lists two menu selections for Answers. **(See Figure 3.)**

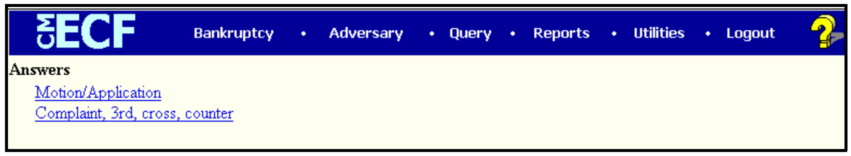


Figure 3

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.

— For this lesson, we are docketing the answer to the original complaint, so click on Complaint, 3rd, cross, counter.

NOTE: If this answer includes a third-party complaint, cross-claim, or counterclaim, that is covered later in this event.

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.

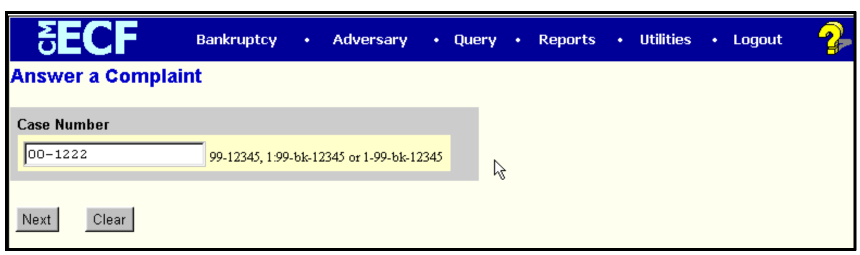


Figure 4

— If the displayed case number is the case number you want, just leave it entered. If it isn't, enter the desired **case number** in the format YY-NNNN.

— Click **[Next]**.

STEP 5 The system will then display a screen to verify the event and case you are docketing. **(See Figure 5.)**

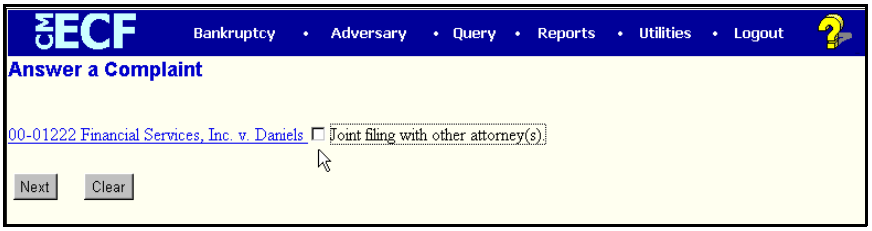


Figure 5

– 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 the information is correct, click **[Next]**.

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

Figure 6

– Click on the defendant(s) for whom this answer is being filed, then click **[Next]**.

STEP 7 The **PARTY/ATTORNEY ASSOCIATION** screen displays. **(See Figure 7.)**

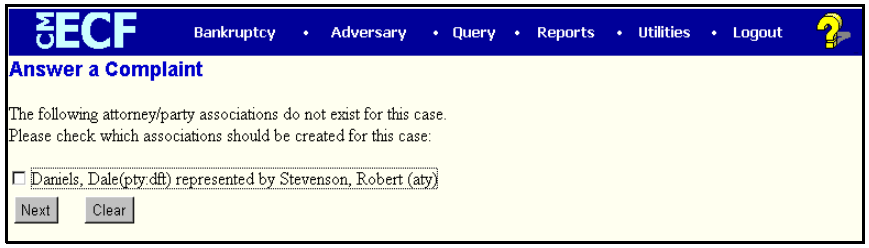


Figure 7

— 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 in the check box, then click **[Next]**.

STEP 8 The Complaint screen displays next. **(See Figure 8.)**

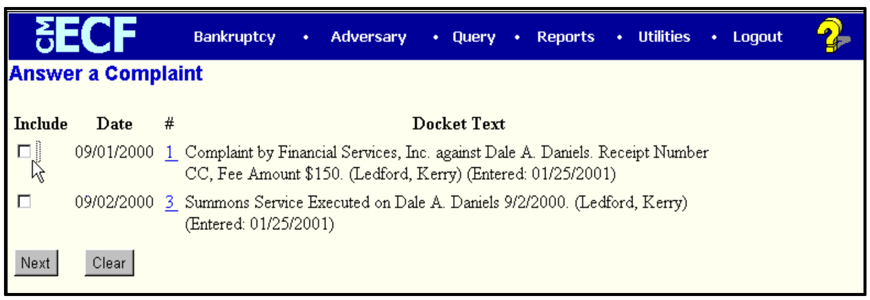


Figure 8

— This screen shows the complaint (and 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, then click **[Next]**.

STEP 9 The **PDF DOCUMENT** screen will then be presented. **(See Figure 9a.)**

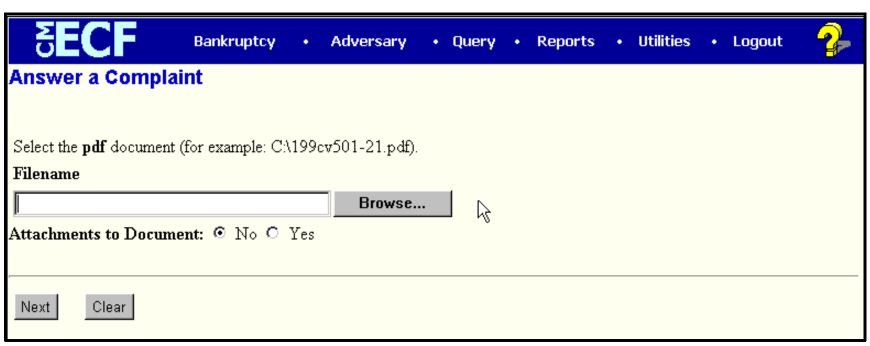


Figure 9a

– To associate the imaged document with this entry:

- Click **[Browse]**, 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**. **(See Figure 9b.)**

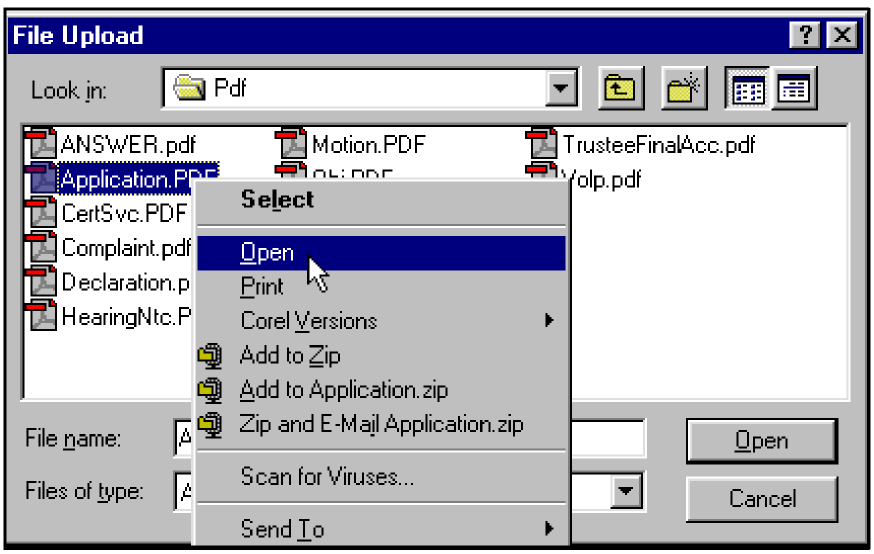


Figure 9b

- 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. **(See Figure 9c.)**

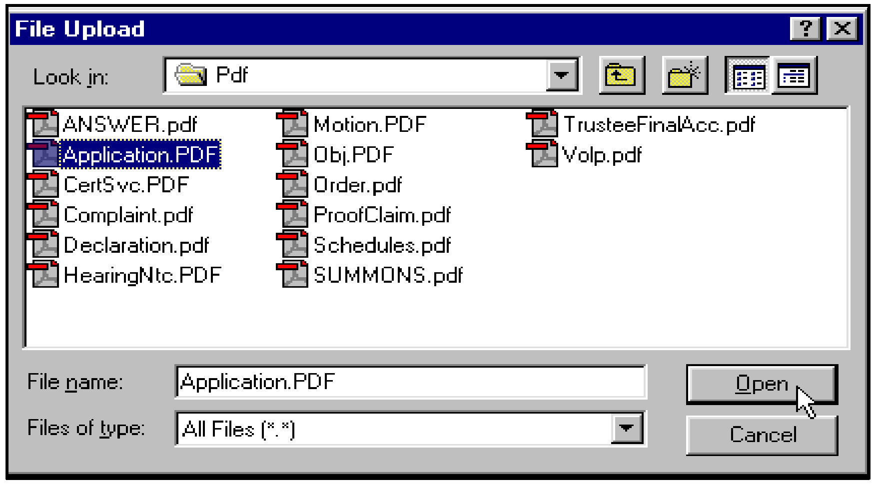


Figure 9c

- The system will enter the path and name of the PDF document selected into the Filename field of Figure 9a. Click **[Next]**.

STEP 10 The next screen provides secondary complaints to be addressed. **(See Figure 10.)** This screen provides the option of combining the answer with another claim.

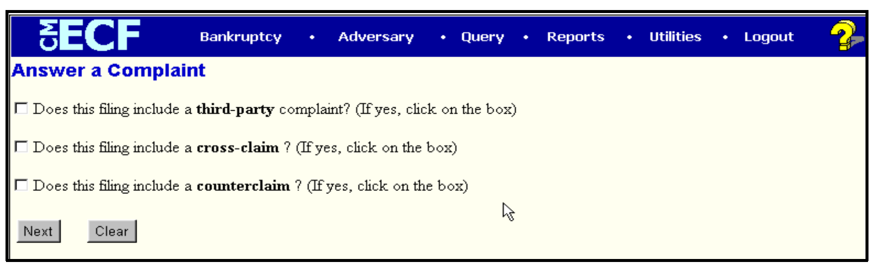


Figure 10

— 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.

STEP 11 The **FINAL TEXT EDITING** screen displays. **(See Figure 11.)**

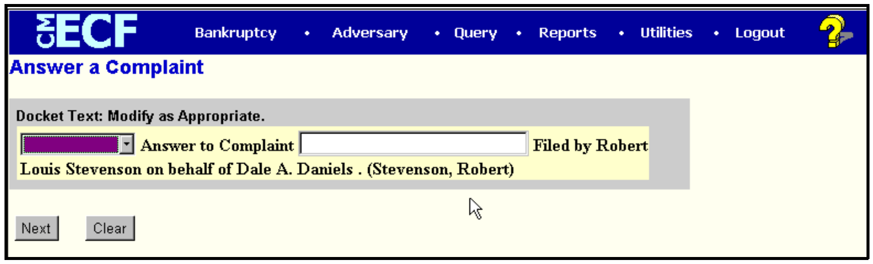


Figure 11

— 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.

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

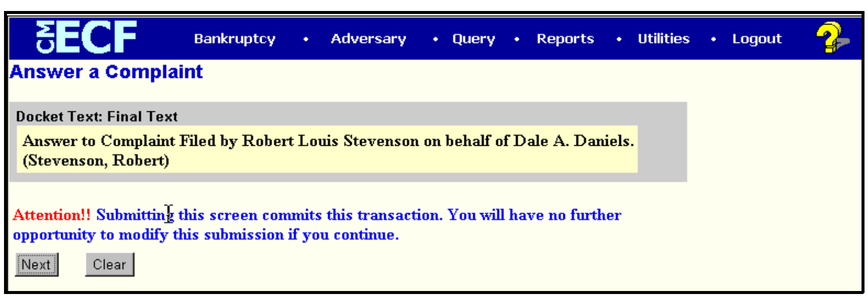


Figure 12

— If the event is correct, click **[Next]** to continue.

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

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 the answer has been submitted by this defendant.
- Clicking on the case number hyperlink, 00-01222, will display the docket report for this case.
- Clicking on the document number hyperlink will display the PDF image of the document just filed.
- 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**.